
**United States Penitentiary
Atlanta, Georgia**

Admission & Orientation Handbook

Revised January 2009

The information contained in this handbook is current, as of the date of publication. It contains summaries of Bureau of Prisons Program Statements and USP, Atlanta Institution Supplements and is subject to change. It is intended to be used by staff and inmates of this facility as an easy reference.

INTRODUCTION

Welcome to United States Penitentiary (USP), Atlanta, Georgia. You are being provided with this handbook in order to give you a general overview of the institution's rules, regulations, and programs. Additional information will be provided during the Admission and Orientation (A&O) process. You may also review Bureau of Prisons Program Statements and USP, Atlanta, Institution Supplements, available in the Law Library.

The mission of USP, Atlanta is to securely, safely and humanely house offenders. This facility offers a variety of educational and self-improvement opportunities. Accordingly, what you gain during your stay will depend largely on you. Staff will make every effort to meet your basic needs while you, on the other hand, will be expected to provide good work habits, maintain high sanitation standards, and display a cooperative attitude.

During the initial months of your confinement, this handbook should be useful for reference purposes as it provides a significant amount of information and instructions on the operations of this facility. Your cooperation and respect toward staff and your fellow inmate will contribute to a quiet and orderly environment during your stay here.

LOCATION: USP, Atlanta was opened in 1902, and consists of general housing units, a detention center, and a satellite camp. Housing approximately, 2500 inmates, the institution is located in the southeast quadrant of the city of Atlanta, at the intersection of Sawtell Avenue and McDonough Boulevard. The address is USP, Atlanta, 601 McDonough Blvd., S.E. Atlanta, Georgia 30315.

ADMISSION AND ORIENTATION (A&O)

When you arrived at USP, Atlanta, you were placed in administrative detention until you completed a series of interviews by the Captain. Once approved by the Captain for general population, you will be moved to your assigned housing unit. All newly designated inmates are required to attend the institution's A&O Program. This program will provide answers to many of the questions you may have about our facility. You will be assigned a Unit Manager, Case Manager and Counselor within 48 hours of your arrival to our facility. They will be responsible for taking care of your personal needs, i.e., visiting, classification, telephone account, etc. Once you have been placed in your assigned unit, you will attend lectures presented by staff from various departments.

CHAPTER ONE
INMATE ACCOUNTABILITY

INSTITUTIONAL COUNTS:

One of the first realities of institution life is inmate accountability. It is necessary for staff to count inmates on a regular basis. During count, inmates are expected to stay quietly in their designated areas or cells until the count clears.

OFFICIAL COUNT TIMES:

Official count will ordinarily be taken at 12:00 midnight, 3:00 a.m., 5:00 a.m., 4:00 p.m., and 10:00 p.m. Other counts occur during the day and evening. The 4:00 p.m. count is a mandatory “stand-up” count, which means that you are required to stand in your assigned area. During weekends and holidays, inmates will be officially counted at 12:00 a.m., 3:00 a.m., 5:00 a.m., 10:00 a.m., 4:00 p.m. and 10:00 p.m. Additionally, the 10:00 a.m. count **will be** a stand-up count and will not interfere with the visiting process.

Staff will take disciplinary action if an inmate is not in his assigned area during a count. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is cleared. Each inmate must actually be seen at all counts, even if the inmate must be awakened.

CENSUS COUNTS:

Twice each work day, Monday through Friday, each housing unit will be required to conduct census counts. The first census will be conducted between 8:00 a.m. and 8:30 a.m. The second census will be held between 12:30 p.m. and 1:00 p.m.

CONTROLLED MOVEMENT:

During non-working hours, movement throughout the institution will be regulated by a procedures called **controlled movement**. The purpose of controlled movement is to ensure the movement of inmates is orderly when the pass system is not in effect.

Controlled movements will generally begin on the hour and will end ten (10) minutes after the hour. The beginning and end of each move will be announced by the Control Room Officer over the public address (PA) system. During the ten (10) minute period of controlled movement, inmates may move from one area of the institution to another without a pass or staff escort.

During workday evening hours, the first controlled movement usually will begin at the end of the evening meal. This means after supper, inmates may travel to any unrestricted area of the institution during these hourly moves. On Saturdays, Sundays, and holidays, the first controlled movement will begin at the end of the morning meal.

Inmates that are determined to be high security risk, based on a custody level or a past record that is considered to be a hazard to the orderly operation of the Institution, will be added to the High Security Accountability inmate monitoring system.

Staff will be responsible for verifying accountability for these inmates every two (2) hours beginning at 8:00 a.m. through 8:00 p.m. Daily, if you are included in the High Security Accountability inmate monitoring system,

You are responsible for checking in with your detail supervisor or unit officer every two (2) hours: 8:00 a.m.; 10:00 a.m.; 2:00 p.m.; 6:00 p.m.; and 8:00 p.m.

In the event any inmate assigned to High Accountability Movement system departs his detail assignment for any reason, (i.e. callouts, education, etc.), the supervisor will return the pass to the inmate for the movement. The inmate will proceed to his destination and give the pass to the appropriate officer in the assigned area. The inmate will be accountable to the Officer in the assigned area, (i.e. Hospital, Education Department, Chapel, Unit Team, or assigned Housing Unit).

Any High Accountability Movement system inmate transferred from his assigned housing unit, (i.e. place in the Special Housing Unit, Hospital, transferred to another institution, or transferred to another agency), will return the High Accountability Movement pass to the Lieutenant's Office prior to departure.

High Accountability Movement system inmates assigned to a housing unit detail, on medical idle, vacation or unassigned to a detail, will not be issued the High Accountability Movement pass without an institution pass. As long as the inmate remains in the housing unit, the pass will be maintained by the unit officer. Inmates who are assigned to the High Accountability Movement system will be required to check-in with the unit officer every two, (2) hours prior to the officer making his accountability checks. Inmates participating in activities on the recreation area or chapel will be required to give their pass to the recreation yard officer or the chapel officer who will account for the inmate every two hours. If the inmate is participating in any other sanctioned activities by the institution, (i.e. special activities, movies, etc.), the inmate will be required to give his pass to the officer in the assigned location who will account for the inmate.

In the event an inmate is removed from the High Accountability Movement monitoring system, the inmate will be notified, and the pass will be relinquished to the Captain for documentation and distribution to the Associate Warden, Custody.

Call-Out Notification:

The call-out notification roster will be posted each evening, following the 4:00 p.m. count, at the Officer's Station within the unit. All inmates who have a call-out will report to their supervisor to inform them of their departure to the designated location. Upon completion of the call-out, the inmate will return to the supervisor.

Lockdown:

Lockdown (the locking of all cell doors) in the housing units is at 10:00 p.m. Additionally, cells will be locked prior to the 4:00 p.m. count and the 8:00 p.m. counts.

CHAPTER TWO
VISITING REGULATIONS

VISITING:

Inmates are encouraged to have visits in order to maintain family and community ties. New inmates are asked to submit a visiting list which will be given to their Counselor for approval. Members of the immediate family (wife, children, parents, brother, sisters) will ordinarily be placed on the approved visiting list automatically. All other relations and friends will be required to submit a form authorizing a background investigation before being approved for a visit. This form may be obtained from your counselor. Requests for additional visitors shall be submitted at least three weeks in advance of the intended visit.

NUMBER OF VISITORS - VISITING LIST:

In addition to immediate family members, a maximum of ten (10) additional visitors will be authorized on an inmate's approved visiting list.

VISITING HOURS:

Visiting is allowed on Mondays, Thursday, Fridays, Saturdays, Sundays and Federal Holidays from 8:00 a.m. to 3:00 p.m. Even and odd numbered inmates will be allowed visiting privileges on alternate weekends.

The fifth digit of an inmate's register number (12344-000, even; 12345-000, odd) is used to determine even or odd visiting. Visitors will not be allowed inside the institution prior to 8:00 a.m. Processing of incoming visitors will terminate at 2:00 p.m. Visitors in the visiting room will be required to exit the institution at 3:00 p.m.

All visits will begin and end in the visiting room. A handshake, kiss, or embrace within reason and good taste, is permitted upon arrival and departure. No other physical contact will be permitted. Any violation of the Institution Supplement entitled, "Visiting Regulation" may result in disciplinary action.

FREQUENCY OF VISITS:

Each inmate is allotted five visits per calendar month.

RECORDING DEVICES:

Attorneys requiring recording devices in the institution require written permission from the Warden. Tape recorders are not allowed for regular visits.

APPROPRIATE DRESS:

Inmates must be properly dressed in regular dress, i.e. khaki shirt and pants, black or brown shoes, institution issued shoes only, and belt (no t-shirts or sweat shirts). The dress code for visitors is expected to be in good taste and meet normal standards of decency.

CHILDREN:

Visitors under the age of sixteen must be accompanied by an adult on the approved visiting list. Adult visitors will not be permitted to leave the visiting room and leave small children in the care of the inmate.

SPECIAL HOUSING UNIT - VISITING PROCEDURES:

Visiting privileges ordinarily will not be denied because of violation of institution regulations, other than those relating to the visiting regulations. Inmates in the Special Housing Unit will visit in the non-contact visiting room located in the west section of the third floor of Special Housing Unit (SHU 3 MAX).

VISITING INFORMATION/REGULATIONS:

This information is being provided for you to disseminate to your visitors.

LOCATION:

USP, Atlanta, is located in the southeast quadrant of the city of Atlanta. The airport is approximately 15 minutes away by taxi. Arrivals by automobile should drive east on Interstate 20, and exit at Boulevard Street. The institution is located two miles south at the intersection of Boulevard and McDonough Boulevard. All major hotel/motel chains are represented both downtown and in the suburbs. Public transportation to the institution is provided by both local taxi service and “MARTA” rapid rail and bus service.

VISITOR IDENTIFICATION:

Visitors should bring adequate identification. This may be accomplished via a driver’s license, passport, state identification card, or two other acceptable forms of identification with full name and signature. Birth certificates are not considered proper identification. Visitors will not be permitted entry without identification.

Visitors may be asked to submit to a search and will be checked with a metal detector. Visitors’ purses, attorneys’ briefcases, etc., may also be searched.

COIN OPERATED CONVENIENCE MACHINES:

Visitors are permitted to bring money into the visiting room to purchase items from vending machines. Visitors may purchase these items for your consumption, but the items may not be taken out of the visiting area. A reasonable amount of diapers and other infant care items and sanitary napkins may be brought into the visiting room.

Inmates are not allowed to receive either coins or money for their commissary account while in the visiting room. Money for commissary account should be sent through the mail, using a U.S. Postal Money Order, directly to the Lock Box.

NUMBER OF VISITORS - VISITING ROOM:

A maximum of four adults and three children will be allowed to visit an inmate at one time in the visiting area. When overcrowding conditions exist, the number of visitors may be further limited to allow each visitor adequate space and time. Visits will be terminated if necessary.

VISITOR'S CONDUCT:

Persons who give evidence of the recent use of alcoholic beverages or display inappropriate behavior shall not be permitted to visit or remain on the institution grounds. Visitors who are inappropriately attired will be denied entrance into the institution.

CONTRABAND NOTE:

Federal Law provides penalties, fines and/or imprisonment for persons who misrepresent themselves in order to gain admission to any federal institution or attempt to give anything to inmates in institutional custody. Food and drink items are available from vending machines located within the visiting rooms.

No items of food, drink, money, photographs, magazines, newspaper or personal property are to be brought into the visiting room for the inmates.

SMOKING:

Smoking is not permitted in the visiting room.

CHAPTER THREE **ACCESS TO LEGAL SERVICES**

LEGAL CORRESPONDENCE:

Legal correspondence from attorneys will be treated as Special Mail if it is properly marked. The envelope must be marked with the attorney's name and an indication that he/she is an attorney. The front of the envelope must be marked "**Special Mail - Open Only in the Presence of the Inmate.**" It is the responsibility of the inmate to advise their attorney about this policy. If the legal mail is not properly marked, it will be opened as general correspondence.

ATTORNEY VISITS:

Attorneys should ordinarily make advance appointments for each visit. Attorneys can make arrangement by contacting the Case Management Coordinator or the Assistant Case Management Coordinator. Attorneys are encouraged to visit during normal visiting hours. Attorney visits

will be subject to visual monitoring, but not audio monitoring.

ATTORNEY PHONE CALLS:

In order to make an unmonitored phone call between an attorney and an inmate, the inmate must notify his Correctional Counselor or Case Manager in writing of this specific need. Arrangements will be made from an unmonitored phone call. Phone calls placed through the regular inmate phone are subject to monitoring.

LAW LIBRARY:

The law library is located in the Education Department, and contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institution Supplements, Indexes and other legal material. The Law Library is open during convenient non-working hours, including weekends and holidays. An inmate law library clerk is available for assistance in legal research. Legal materials are also available to inmates in detention or segregation status.

NOTARY PUBLIC:

Under the provisions of Title 18, United States Code, Section 4004, the Assistant Case Management Coordinator is authorized to notarize documents. However, due to a recent change in the law, notarization is not required if you include a statement to the effect that the papers which you are signing are “true and correct under penalty of perjury.”

Some states will not accept a government notarization for real estate transactions, automobiles sales, power of attorney, etc. In these cases, it will be necessary for you to contact Unit staff to arrange for a Georgia Notary Public.

LEGAL MATERIAL REPRODUCTION:

In accordance with Institution procedures, inmates may copy materials necessary for their research of legal matters. A debit card (Inmate Commissary card) operated machine is available in the Education Department for inmate use. Individuals who have no funds and who can demonstrate a clear need for particular copies, may submit a written request for a reasonable amount of free duplication to their Unit Team.

CHAPTER FOUR

FREEDOM OF INFORMATION

PRIVACY ACT OF 1974:

The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without prior written consent of, the individual to whom the record pertains, except in specific instances. Such specific instances are requests from employees of the Department of Justice, Law Enforcement Agencies, Freedom of Information Act Releases, Congress, Court Orders, etc.

INMATE ACCESS TO CENTRAL FILES:

An inmate at any time may request to review all “disclosable portions” of his central file by submitting a request to his Unit Team. Staff will acknowledge the request and schedule the inmate, as promptly as possible, for a review of his central file.

Staff will inform you if there are documents withheld from disclosure and if you express an interest in these documents placed in the Privacy File, you will be told of your rights to make a formal request for the documents under paragraph 8 of the Program Statement.

An inmate’s file is divided into six general sections. All information in the central file sections are disclosable to you and you may have it copied. The Freedom of Information Act (FOIA) Exempt section contains information that is not disclosable to you by Institution staff.

You may request disclosure through writing Freedom of Information/Privacy Act (FOIA) Section, 320 First Street, N.W., NALC Building, Room 401, Washington, D.C. 20534.

An inmate may request personal copies of central file documents. Institution staff will arrange for copies of disclosable materials and summaries. Fees are charged in accordance with 28 CAR 16.46. Fees collected will be forwarded to the Office of the General Counsel.

EXECUTIVE CLEMENCY:

The Bureau advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency for example, by pardon, commutation of sentence, or reprieve.

PARDON:

A pardon is an Executive Act of grace that is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon can be in “full” or “partial” depending on whether it absolves a person from all or a portion of the crime. A pardon may have conditions imposed upon it or it can be “absolute” which is without conditions of any kind. A pardon restores basic civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction.

A pardon may not be applied for until the expiration of at least five years from the date of release from confinement. In some cases involving crimes of a serious nature, such as violation of Narcotics Laws, Gun Control Laws, Income Tax Laws, Perjury, and violation of public trust involving peroneal dishonesty, fraud involving substantial sums of money, violation involving organized crime, or crimes of a serious nature, a waiting period of seven (7) years is usually required.

COMMUTATION OF SENTENCE:

The Bureau also advises inmates on commutation of sentences (a reduction of sentence imposed after a conviction). This is the form of Executive Clemency power used to provide post conviction relief to inmates during their incarceration. This clemency power is authorized by the Constitution for the Chief Executive Officer, who is the President of the United States for federal offenses. Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for commutation of sentence must do so on forms that are available from the assigned Unit Team. The rules governing these petitions are available in the Law Library.

A **reprieve** is the suspension of execution of a sentence for a period of time. Inmates should contact their assigned Case manager for additional information regarding these programs.

CHAPTER FIVE
TRUST FUND OPERATIONS

The Commissary offers a variety of candies, beverages, toiletries, etc. The Commissary's purpose is to provide inmates with merchandise not provided by the Bureau, or of a different quality. The use of the Commissary is a privilege, not a right.

COMMISSARY LOCATION:

The Commissary is in the Education Complex located on the lower compound. Access is provided through a separate entrance by the commissary area.

COMMISSARY ACCOUNT CARD:

When you arrive, a Trust Fund Account is established in your name in the Office of Financial Management which reflects all of your deposits and withdrawals. Upon commitment, every inmate must obtain and have in his possession an inmate Trust Fund Account Card before purchasing in the commissary. The pictured I.D. card provides positive visual identification and is designed for the protection of the inmates' account. **Therefore, every inmate must have an I.D. card at the time of sale.** There are no exceptions! It is the responsibility of the inmate to maintain his I.D. card and replace it if necessary, at the inmate's expense (\$5).

DEPOSITS TO COMMISSARY ACCOUNTS:

Deposits are made through the centralized inmate lockbox. Deposits may be made in the form of U.S. Postal Money Orders, Western Union Money Orders, U.S. Treasury Check, or State Check (check or money order must be made out in the inmate's name and the inmate's registration number **must** be included. All other types of domestic money orders and checks will be held for at least (15) days before being posted to the inmate's account. All non-domestic or foreign checks will be held for thirty (30) days before being posted. Money earned from UNICOR or Performance Pay will also be credited to your commissary account when payroll is posted.

WITHDRAWAL FROM ACCOUNT:

A standard form (BP-199) is provided for the withdrawal of inmate funds from commissary accounts. The Unit Manager can approved forms submitted for \$250.00 or less. Only the Associate Wardens and Camp Administrator can approve inmate withdrawals exceeding \$250.00.

Withdrawals for education or leisure time items are approved by the Supervisor if Education. This form is utilized when you wish to purchase a subscription, send funds home, deposit funds in a saving account, etc. Money is distributed by a U.S. Treasury check from the Regional Disbursing Office, Treasury Department, Birmingham, Alabama.

COMMISSARY ACCOUNT BALANCE:

It is the inmate's responsibility to know the amount of money available in his commissary account. Inmates may use the AIM machine located in the Commissary sales unit or have their counselor print an account statement.

Each inmate may shop at the commissary once each week in accordance with the posted schedule. No eating is allowed in the commissary.

COMMISSARY ORDERS:

Commissary price lists/order blanks are available at the sales window. Out of stock items, new items, and any price changes will be posted at the commissary. You may add or substitute only for new or out of stock items with a like item. New price lists are generally printed each quarter.

SPENDING LIMITATIONS:

Each inmate may spend a maximum of \$290.00 per month for commissary items effective March 1, 2002. Stamps and Phone Credits are exempt. The limited space will permit stocking only those brands selected as desirable by a majority of the inmate population. Once a month, each inmate's account in "validated", that is, the spending period begins with validation.

SALES RECEIPT:

Each order filled by the Commissary personnel will be accompanied by a sales receipt. This receipt is proof of purchases made and provides the commissary account balances.

STAMPS:

Stamps may be purchased from the commissary. Each inmate is limited to three books of first class stamps in their possession at any one time. Any amount in excess of this limited will be considered contraband, and the excess will be confiscated.

CHAPTER SIX

UNIT MANAGEMENT

UNITED MANAGEMENT SYSTEM:

This Institution is organized into a Unit Management System. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team who are directly responsible for those inmates living in that unit. The Unit Staff offices are located in the units so staff and inmates can be accessible to each other. The unit staff typically includes a Unit Manager, one or more Correctional Counselors, one or more Case Managers, and a Unit Secretary.

GENERAL FUNCTIONS OF UNIT STAFF:

UNIT MANAGER:

The Unit Manager is the Administrative Head of the unit and oversees all unit programs and activities. He/she is a Department Head at the Institution and has a close working relationship with other departments and personnel. The Unit Manager is ordinarily the "Chairperson" of the Team, reviews all Team decisions and chairs the Unit Discipline Committee.

CASE MANAGER:

The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, transfers, correspondence, and other materials relating to the inmate's commitment. Case Managers are responsible to the Unit Manager on a daily basis. The Case Management Coordinator (a specialist department head) provides technical assistance to unit staff in case management affairs. The Case Manager serves as a liaison to the Classification Team, other Institutional staff, Parole Commission Officials and Residential Reentry Center personnel. They are frequent members of the Unit Discipline Committee.

CORRECTIONAL COUNSELOR:

The Correctional Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties and plans for the future. They are responsible for establishing and maintaining visiting lists and phone lists. The Correctional Counselor holds major responsibilities for the security, safety and sanitation of the unit. They are a frequent member of the Unit Discipline Committee.

UNIT SECRETARY:

The Unit Secretary performs clerical and administrative duties for members of the Unit Team.

UNIT CORRECTIONAL OFFICERS:

The Correctional Officers have the direct responsibility for the enforcement of custodial policy contained in Bureau of Prisons (BOP) policies, Institution Supplements, and Memorandums. They are responsible for accountability, safety, security, sanitation and maintenance in the living quarters. Correctional Officers are in regular contact with inmates in the unit and are encouraged to establish professional relationships with them, as long as interaction does not interfere with their primary duties. Correctional Officers assigned to a particular unit are jointly supervised by the Unit Manager and the Captain.

COMMUNICATION:

Inmates are assigned to a specific Unit Team. Generally, the resolution of issues or matters of interest while at this Institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, program goal formulation, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the Institution weekdays from 7:30 a.m. to 9:00 p.m., and 7:30 a.m. to 4:00 p.m. on weekends and holidays.

The unit bulletin board contains written communication of interest to inmates in both English and Spanish. Unit Managers may utilize Town Hall Meetings at their discretion to foster improved communication.

TOWN HALL MEETINGS:

Town Hall Meetings will be held at the discretion of the Unit Manager on an as needed basis. These meetings are held to make announcements and to discuss changes in policy and procedures of the unit. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These questions should pertain to the unit as a whole, rather than personal questions or problems. Personal problems will be resolved by unit staff members during the regular working hours which are posted in each unit.

PROGRAM REVIEWS:

The Unit Team will formally review your program every 90 days if you are within one year of your release date, and every 180 days if you have more than one year remaining to be served. You have the opportunity to be seen personally by the Unit Team during these reviews and should be prepared to discuss your institutional progress and any requests you have. Consideration for transfers, residential reentry center placement, job changes, and similar modifications in your program will normally be handled during Unit Team reviews.

Your initial classification and subsequent program reviews are mandatory. You may no longer sign a waiver of appearance form for these reviews.

CUSTODY CLASSIFICATION:

Custody classification refers to the degree of staff supervision that is believed to be necessary in your particular case. There are four degrees of custody. It is the policy of this Institution to determine the appropriate custody classification to assure the orderly operation and security of the Institution and community protection. Custody will be considered in this context, and not as an instrument of reward or punishment. The four custody levels are listed and described below.

MAXIMUM:	This classification is for inmates requiring maximum supervision. They will be Restricted from working any job or becoming involved in any program outside the main building during the hour of last yard recall and work call in the morning.
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IN: This classification is for those inmates who are eligible for all regular assignments and activities under normal level of supervision, but not for work details or programs outside the institution's secure perimeter.

OUT: This classification is for those inmates who are eligible for all work details outside the institution's perimeter with a maximum of two hours intermittent supervision.

COMMUNITY: This classification is for those inmates who may work outside details with minimal supervision. In addition, they may be eligible for community based program activities.

When initially classified, you will be assigned a custody level. These levels appear in BOP Program Statement entitled "Security Designations and Custody Classification system". Should you desire a more detailed account of each level, refer to this Program Statement.

ESCORTED TRIPS:

Bedside visits and funeral trips may be authorized when an immediate family member is seriously ill, in critical condition, or has passed away.

Each case will be assessed on an individual basis. If approved, all expenses will be paid by the inmate, the inmate's family, or an appropriate source, except for the first eight hours of pay for the escorting employees each day.

There are occasions when an escorted trip is not approved, even when policy-required conditions have been met. This occurs when a determination that the perceived danger to Bureau of Prisons staff during the proposed visit is too great, or the security concerns about individual inmate outweigh the need to visit the community.

FINANCIAL RESPONSIBILITY PROGRAM (FRP):

Working closely with the Administrative Office of the Courts and Department of Justice, the Bureau administers a systematic payment program for court imposed felony assessments, restitution, fines, and other obligations. All designated inmates are required to develop a financial plan to meet their financial obligations.

Institution staff assist in planning, but the inmate is responsible for making all payments required, either from earnings within the Institution or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his obligations, the inmate cannot work for UNICOR nor receive performance pay above the maintenance pay level (\$5.25 per month).

An inmate with a substantial fine, may be placed, at the recommendation of the Unit Team, on the UNICOR priority hiring list. Such placement would allow for accelerated payment of monies due.

The status of any financial plan will be included in all progress reports and will be considered by staff when determining Security/Custody level, job assignments, eligibility for community activities and institutional changes. The U.S. Parole Commission will also review financial responsibility progress at parole hearings.

PROGRESS REPORTS:

Progress reports on inmates are prepared once every three (3) years. Progress reports are considered to be outdated if they are more than 180 days old. When a progress report is prepared, you will be given the opportunity to review it, and receive a copy.

You will be asked to sign the cover page indicating, you have received a copy. Your signature does not indicate your agreement with the contents of the report.

GROUP COUNSELING:

Various group and individual counseling sessions are offered through the Psychology Department and the Unit Correctional Counselors. Consult with your Correctional Counselor for specific classes which are available.

TEAM PARTICIPATION IN PAROLE HEARINGS:

The Case Manager prepares a progress report and compiles other pertinent information from the inmate's central file for presentation to the U.S. Parole Commission or other appropriate agencies.

The Case Manager will ordinarily be present at your Parole Hearing. The Case Manager's function at the hearing is to assist the Parole Examiners, not to serve as a staff representative for the inmate.

TREATY TRANSFERS FOR NON-U.S. INMATES:

Inmates who are not U.S. citizens may be eligible for a transfer to their home country to serve the remainder of their sentence. This is only possible for inmates whose country has a formal prisoner exchange treaty with the United States. If you wish to apply for a Treaty Transfer, you should contact the nearest foreign consular office to advise them of your desire to be considered for treaty transfer.

Your Case Manager is the source of information in regards to whether your home country has signed this type of agreement, and if so, can provide information on how to apply for transfer consideration.

CENTRAL INMATE MONITORING SYSTEM:

Central Inmate Monitoring Systems: CIMS refers to the procedures by which the Central and Regional Offices to the Bureau of Prisons monitors and controls the transfer and participation in community activities of inmates who pose special management consideration. The designation as a CIMS case does not, in and of itself, preclude an inmate from transfer consideration or participation in community activities. Your Case Manager will notify you if you are placed in CIMS.

RELEASE GRATUITIES:

Release gratuities are the money you are given upon release. This amount is based on individual need. The Case Management Coordinator, with input (i.e. justification) from your unit team, will be responsible for determining the financial needs of the inmate nearing release. Release transportation expenses will be provided to an inmate's release destination or residential reentry center location.

CHAPTER SEVEN
CONTACT WITH THE COMMUNITY

OUTGOING CORRESPONDENCE:

In most cases, inmates are permitted to correspond with the public, family members and others without prior approval or the maintenance of a correspondence list. Legal/Special mail must be hand delivered (with your commissary card) to the mail room during Legal Mail Call. Legal Mail Call is held Monday-Friday, except federal holidays, prior to work call.

Outgoing mail, except "Special Mail", may not be sealed by inmates, and may be inspected and read by staff. Plain white envelopes are provided for inmates use. You must have your name, register number, and complete return address in the upper left hand corner.

Inmates must assume responsibility for the contents of all of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal Laws. Inmates may be placed on restricted correspondence status based on misconduct or as a matter of classification. The inmate is notified of this placement and has the opportunity to respond.

There is no mail service on weekends and holidays.

INCOMING CORRESPONDENCE:

The Bureau permits inmates to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising, brochures, flyers, and catalogs. An inmate may receive soft-cover publication (paperback books, etc.) from any source. An inmate may receive hardcover publications only from a publisher or a book club. Accumulation of publications will be limited to five (5) magazine (not to be more than sixty (60) days old) and to the amount that can be neatly stored in the locker and/or shelf provided in each room, because of sanitation and fire safety reasons. Inmates are encouraged to advise the sender of a package (photos, books, magazines, etc.) to note the contents on the outside of the package.

The Warden will reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity. Publications which may be rejected by the Warden include, but are not limited to, publications which meet one of the following criteria:

_____It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.

It depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prisons' Institutions.

It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.

_____It is written in code.

It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.

It encourages or instructs in the commission of criminal activity.

It is sexually explicit material that by its nature or content poses a threat to the security, good order, or discipline of the institution.

SPECIAL MAIL:

“Special Mail” is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to President and Vice-President of the United States, U.S. Attorney Offices, Surgeon General, U.S. Public Health Services, Secretary of the Army, Navy, or Air Force, U.S. Courts, U.S. Probations Officers, Members of the U.S. Congress, embassies and Consulates, Governors, State Attorneys' General, Prosecuting Attorneys, Directors of State Department of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement officers, attorneys and representatives of the news media.

“Special Mail” also includes mail received from the following: President and Vice-President of the United States, Attorneys Members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons), other Federal Law enforcement officers, U.S. Attorneys, state Attorney's General, Prosecuting Attorneys, Governors, U.S. Courts and State Courts. A designated staff member opens incoming “Special Mail” in the presence of the inmate. This is usually done by the Counselor or Case Manager. These items will be checked for contraband and for qualifications as special mail; the correspondence will not be read or

copied if the sender has accurately identified himself/herself on the envelope as an attorney and the front of the envelope clearly indicates. **“Special Mail - Open Only in the Presence of the Inmate”**. Without adequate identification as “Special Mail”, the staff may treat the mail as general correspondence. In this case the mail may be opened, read, and inspected. It is the responsibility of the inmate to advise his attorney about this policy.

ACKNOWLEDGMENT OF INMATE:

An inmate may write, through “Special Mail” procedures, to representatives of the news media if specified by name or title. The inmate may not receive compensation or anything of value from correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau custody.

Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband and for content which is likely to promote either activity or conduct contrary to regulations.

CORRESPONDENCE BETWEEN CONFINED INMATES:

An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family, or is party in a legal action (or witness) in which both parties are involved.

The following additional limitations apply:

Such correspondence will be inspected and read by staff at the sending and receiving institution (it may not be sealed by the inmate).

_____The Unit Manager’s are the approving authority for correspondence when both inmates are housed in federal facilities.

The Warden/Superintendent at both institutions must approve the correspondence, when a non-Bureau facility is involved..

REJECTION OF CORRESPONDENCE:

The Warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to protect the public, or if it might facilitate criminal activity. Examples include:

Matter which is nonmailable under law or postal regulations.

Information of escape plots, of plans to commit illegal activities, or to violate institution rules.

Directions of an inmate's business (prohibited act 408).

An inmate may not direct a business while confined.

This does not, however, prohibit correspondence necessary to enable an inmate to protect property or funds that were legitimately his at the time of commitment. Thus, for example, an inmate may correspond about refinancing a mortgage of his home or sign insurance papers; however, the inmate may not operate (for example) a mortgage or insurance business while confined in the institution.

NOTIFICATION OF REJECTION:

The Warden will give written notice to the sender concerning the rejections of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will also be notified of the rejection of correspondence and the reason for it. The inmate also has the right to appeal the rejection. The Warden shall refer the appeal to a designated officer other than the one who originally disapproved the correspondence for additional review. Rejected correspondence ordinarily will be returned to the sender.

CHANGE OF ADDRESS/FORWARDING OF MAIL:

The Correctional Systems staff in the mail room and Receiving and Discharge will have the U.S. Postal Service change of address kits. These kits are available to inmates who are being released to notify correspondents of a change in address. Any general mail received after thirty days will be returned to sender. "Special Mail" will always be forwarded.

CERTIFIED/REGISTERED MAIL:

Inmates desiring to use certified, registered, or insured mail may do so, subject to handling methods established at each institution. Contact the mail room staff for proper procedures. An inmate will not be provided services such as express mail, private carrier services, COD, or stamp collecting while confined. The Inmate Law Library has a scale, postage charts, and items to certify mail if needed.

MAIL OF INMATE PROPERTY:

Inmates wishing to have personal items mailed into the institution will send an inmate request to the department head responsible for the requested items as follows:

Correctional Counselor - release clothing

Hospital Administrative Officer: Orthopedic shoes, arch supports, prescription eyeglasses, prosthetic devices, and hearing aid.

_____ Chaplain - wedding bands -- married inmates may be permitted to have their wedding band as long as it is a plain band containing no stones. _____

_____ Associate Warden (Programs or Operations) - questionable item or items not covered in the other categories will be submitted to the appropriate Associate Warden for a decision.

_____ The department head will inform the inmate of the decision. If the request is approved, the department head will complete the appropriate authorization form. Correctional Systems Department staff will not approve any item or package for delivery unless the approval form is on file.

DEPOSIT TO COMMISSARY ACCOUNTS:

Deposits are made through the National Lockbox. Deposits may be made in the form of U.S. Money Orders, Western Union Money Orders, U.S. Treasury Check, or State Check, any foreign negotiable instruments payable in U.S. Currency. All monetary instruments should include the following:

Federal Bureau of Prisons
Insert Inmate Eight Digit Register Number
Insert Inmate's Committed Name
PO Box 474701
Des Moines, IA 50947-0001

TELEPHONE PROCEDURES:

Telephones are to be used for lawful purposes only. Any threats, extortion, or other forms of illegal activity, may result in prosecution. All inmate telephones are subject to monitoring and recording. Inmates must contact their Case Manager or Counselor to arrange an unmonitored attorney call.

Telephone usage has been limited to 300 minutes per month. It is expected that each inmate will handle his calls in such a manner that will allow the equal use of the phone by all inmates. Telephones will not be used to conduct a business.

Payment for other calls, for which the inmate cannot pay through normal means, will be paid via his commissary account, payable to the U.S. Treasury.

Inmates in Disciplinary Segregation and Administrative Detention may make a limited number of calls.

The Inmate Telephone System (ITS II), is used at USP, Atlanta. This is a direct dial system. Your Correctional Counselor will provide you with a Telephone Number Request Form. When you submit a Telephone Request Form and purchase telephone credits, a Personal Access Code (PAC) will be generated. Your PAC will be delivered through the Institution mail. Telephone credits can be purchased through the inmate telephone by following the PAC Code instructions.

TO REQUEST TELEPHONE NUMBERS:

1. You may request up to (30) telephone numbers with requests being accepted on the first, tenth and twentieth of every month.
2. Your Unit Team will provide you with the proper form.

3. Forward the completed Telephone Number Request Form to your Unit Team for approval.

NOTE: 800, 900, 976 numbers are not permitted.

TO REQUEST TELEPHONE NUMBER CHANGES:

1. Changes to your approved telephone numbers may be made in accordance with policy.

TO MAKE DEPOSITS TO YOUR TELEPHONE ACCOUNT:

To access your telephone account for information and transfers, dial 118 and follow the instructions. This function allows you to transfer phone credits, access your commissary account balance and check the remaining minutes for the month. Phone credits can be transferred in whole dollar amounts only following the 4:00 p.m. count daily and all day on weekends.

PHONE ACCESS CODE (PAC):

1. You will be assigned a nine (9) digit Phone Access Code (PAC).
The pac is your confidential code.
2. The PAC must be used to process a telephone call.
3. Distribution of this PAC to other inmates is prohibited.
4. If you believe your PAC has been compromised, contact your Unit Team immediately.

TELEPHONE TIME LIMIT:

All calls are limited to fifteen (15) minutes in length with a fifteen (15) wait between calls.

TO PLACE A LOCAL CALL:

Debit: Dial the 10-digit number (area code and number) and finally your PAC.

Collect: Dial 0 and then the 10-digit number and finally your PAC.

TO PLACE A LONG DISTANCE CALL:

Debit: Dial 1 and then the 10-digit number and finally your PAC.

Collect: Dial 0 and then the 10-digit number and finally your PAC.

TO PLACE AN INTERNATIONAL CALL:

Debit: Dial 011 and then the country and city codes plus the number and finally your PAC.

Collect: To call International Collect, you must first make a debit call to the party and inform them to call US 800-530-2537 to have them establish an International Collect account. After the account is established, you will be able to call International Collect to the party establishing the account. Until the time the account is established, your International Collect call will be denied.

COMMISSARY ACCOUNT BALANCE:

Inmates may check the balance in their accounts through the telephones or through a written request to inmate accounts.

COMMISSARY ORDERS:

Out of stock items, new items, and any price changes will be posted at the commissary and on the first floor of each housing unit on the Financial Management bulletin board.

CHAPTER EIGHT
SANITATION AND APPEARANCE

LIVING QUARTERS:

It is the inmate's responsibility to check his living area immediately after being assigned there, and to report all damage to the Correctional Officer, Case Manager, or Counselor. An inmate may be held financially liable for any damage to his personal living area.

Each inmate is responsible for making his bed in accordance with regulations before work call (including weekends and holidays when he leaves the area). Each inmate is also responsible for sweeping and mopping his personal living area and removing trash, to ensure it is clean and sanitary. Cardboard boxes and other paper containers are not to be used for storage due to their combustible nature. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean.

Wooden or cardboard shelves or unauthorized articles installed in rooms or lockers are not permitted. Blankets are not to be placed on the floor as rugs, or placed in front of the cell door.

Wastebaskets must be clean each morning and each evening. Paper bags or plastic bags should not be used as wastebaskets or wastebasket liners.

CLEANLINESS:

Each inmate will present a good appearance by keeping neat and clean. Inmates should shower every day. Showers should be limited to five minutes.

Toothpaste, toothbrushes, combs, razors, and soap are issued by the institution and are available in the housing units. Inmates may purchase name brand items through the commissary.

HAIR, MUSTACHES AND BEARDS:

There is no restriction on length of hair or hair style. Beards and mustaches are permitted. Hair will be clean and neatly groomed at all times. If it is likely that long hair will result in work injury, hair nets or caps will be worn. Hair nets, when needed, and beard masks will be required for persons working around food. Sweat bands are permitted only on the recreation field.

PROPER ATTIRE:

In the Dining Room, Work Details, Chapel, Visiting Room, and Education Department, institution issued clothing will be worn during normal business hours; Monday through Friday. Shirts with sleeves are required (i.e., khaki and fatigue). Shirts are to be buttoned and tucked into the trousers. Institution issued trousers, athletic shorts, and sweat pants will be worn waist high at all times. Inmates are required to wear an institution issued belt when wearing institution issued trousers during normal business hours. Pant legs will not tucked into boot or socks.

NO SUNGLASSES, HEADPHONES, OR NON-RELIGIOUS HEADGEAR, are to be worn in Food Service, Chapel, Education, the Visiting Room, or the Main Corridor. Warm-up/sweat suits, shorts, and t-shirts with sleeves may be worn in the dining room on weekends, holidays, and after the Official Count at 4:00 p.m. They are not authorized in the Visiting Room, Education Department, or Chapel.

Headgear such as caps, bandanas, and institution issued hats are not

permitted in the Dining Room, Chapel, Main Corridor, and Visiting Room. The only exceptions will be:

- 1) Inmates on duty in Food Service will wear Food Service issued hats. These hats **will not** be worn when off-duty.
- 2) Inmates whose religion requires the wearing of headgear; e.g., Kufi, Yarmulke, Crown, or Tarbush, may wear headgear assorted in colors with designs.
 - a. Kufi(s) are skull caps covering the head down to, but not covering the ears.
 - b. Yarmulkes are skull caps covering the back of the skull.
 - c. The Crown and Tarbush are usually knitted caps covering the head down to, but not covering the ears.
 - d. The Bandana covers the forehead and is tied in the back of the head.
 - e. Religious caps are not to be made of scrap clothing items.
 - f. Homemade hats, sleeping hats, or styling caps are not authorized.
- 3) Headgear must be worn as designed (example: Ball caps will be worn even on the top of the head with the bill facing forward).
- 4) Headgear that is blue, black, or red in color is not permitted.

During the work week, the standard work uniform must be worn to breakfast and lunch. Shirt tails are to be tucked in. During weekends, holidays and the evening meals, leisure attire, including shorts, are acceptable. Hats or sweat bands are not allowed in the dining room. Religious headgear, with prior written approval from the Chaplain is allowed in the dining room. Shower shoes or sunglasses are not to be worn in the dining room at any time.

PERSONAL PROPERTY LIMITS:

Items which may be retained by an inmate are limited for sanitation and security reasons, and to ensure that excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area.

STORAGE SPACE/LOCKERS:

Each inmate will be authorized one locker. Locks may be purchased in the Institution commissary. Limited space is also available under the bed to store shoes. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely placed in the space designated. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

COMMISSARY ITEM LIMITATION:

The total value of an inmate's accumulated Commissary items (excluding special purchases) will be limited to the monthly spending limitation. Special limits may apply.

FOOD STORAGE:

Food items that are left open create a health hazard. These items must be properly sealed at all times. Empty containers may not be used as drinking containers or storage containers for anything other than their original reason for purchase and are to be thrown away.

LETTERS, BOOKS, PHOTOGRAPHS, NEWSPAPERS AND MAGAZINES:

An inmate will be limited in the number of magazines that can be stored in the locker or shelf provided in each room. Nothing is to be tacked, stapled, or scotch taped to any surface in your living quarters.

CLOTHING:

Civilian clothing of any type (except athletic apparel) is not authorized unless purchased from USP, Atlanta's commissary. All clothing must be marked with your registration number. If it is not, it will be confiscated and returned to the laundry stock. Any item issued or purchased that is altered becomes contraband and will be confiscated. Altering items may result in disciplinary action.

All issued clothing, linens, towels, etc., are exchanged on a one-for-one basis at the Laundry Room. Bring your commissary card with you for identification. The clothing room will be open from 6:15 a.m. to 7:00 a.m.. If the morning meal runs longer than 7:00 a.m., the clothing room will remain open until termination of the morning meal.

The following items are authorized for your retention:

Pants	(3)	Socks	(3)
Shirts	(3)	Belt	(1)
Coat	(1)	Shoes	(1 pr)
work			
T-shirt	(3)	Underwear	(3)
Towels	(2)	Sheets	(2)
Blankets	(1)	Pillowcase	(1)
Showers Shoes	(1)		

Inmate will conduct all exchanges on their schedule day. The fourth and fifth digit of an inmate's register number (12345-678) is used to determine the exchange schedule. The following number schedule will be followed:

Inmate Number	Day
00-24	Monday
25-49	Tuesday
50-74	Wednesday
75-99	Thursday

Clothing in excess of authorized limits will be considered as contraband and the excess confiscated. Severe or repeated violations of this rule will lead to disciplinary action. Inmates who allege they no longer have their initial issue of clothing, will need to provide verification from their respective Unit Team. **This will be done on a Request to Staff Member.**

Food Service Workers will be authorized whites after approval by the Food Service Administrator. Hospital clothing will be issued to hospital orderlies after approval of the Hospital Administrator. Food Service and Hospital clothing is authorized to be worn only during the inmate's scheduled work hours.

Inmates may wash their personal items in laundry equipment located in

the housing units. Only laundry detergent should be used in the washers. Laundry carts will be available in the laundry to turn in soiled clothing each day. These items will be cleaned and can be picked up from your laundry bin the following day (excluding weekends and holidays). **Institutional clothing only.** Monday through Friday socks and towels will be exchanged on a one-to-one basis (three socks, two towels).

Ironing boards and irons are available from the Unit Officers. Your commissary card will be retained by the Officer until the item(s) is returned.

A&O inmates will report to the clothing room between 6:15 a.m. and 7:00 a.m. to receive their initial clothing issue. If alterations are needed, they will return to clothing room the following morning to complete their issue.

UNIT RULES:

In order to minimize maintenance costs, permit uniform inspection and search procedures, and maintain an orderly living environment, institutions impose reasonable regulations on inmate conduct and furnishings in housing units. Listed below is a **partial list** of unit rules.

1. All scheduled and non-scheduled counts are to be taken seriously. The 4:00 p.m. is a **mandatory** stand-up count. Incident reports will be written for interfering with any count.
2. You will obey all orders issued by any staff. Orders are to be obeyed immediately and without question. Refusing an order and insolence toward staff will not be tolerated.
3. You will be considered out-of-bounds if you go to a unit or work area in which you are not assigned. No visiting in other inmate's cells is allowed.
4. Boisterous noises, shouting, yelling, whistling or beating on the furnishing in the unit will not be tolerated. All radios will be played with earphones.
5. Trash thrown on the floors or stairways is prohibited. Sanitation standards are to be maintained at the highest level possible.

6. Unauthorized food and beverages will not be transported into the units.
7. Individual cells are to be maintained in an exceptional manner. Inspections of cells will be done randomly and routinely.
8. Clothing and personal belongings will not be scattered on the beds or floors in the cells.
9. Do not hang clothes on beds or unit rails at any times.
10. Do not attach anything (pictures, calendars, etc.) to the walls, beds, lockers, ceilings, doors, windows or lights. Pictures can be hung on the inside of your individual locker provided they are not sexual in content .
11. Inmates are expected to make their beds (white collar) and clean their cells daily.
12. Altering or destroying any government property or institution furniture, fixtures, equipment or clothing will result in disciplinary action.
13. There is a 15 minute limit on all telephone calls. Misuse of the telephone will result in loss of that privilege.
14. Washing the wool blankets is strictly prohibited. Blankets should be returned to the institution laundry for proper exchange and cleaning.
15. Respect the rights and property of others.

WAKE-UP:

General wake-up for all inmates is 6:00 a.m. The unit is called to breakfast by the correctional supervisor on the basis of rotating schedule. The unit officer will announce breakfast when notified, and the Control Center will announce meal times. Inmates are given a reasonable amount of time to leave the unit if they desire to eat breakfast. It is the inmate's responsibility to leave the unit for work.

Late sleepers who are unable to maintain their rooms or arrive at work on time are subject to disciplinary action.

CONTRABAND:

Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels or purchased through the commissary. All staff are alert to the subject of contraband and make an effort to locate, confiscate and report contraband in the institution.

Each inmate is responsible for all items found in their assigned living area and should immediately report any unauthorized item to the unit officer. Any item in an inmate's personal possession must be authorized, and the receipt of the item should be kept in the inmate's possession. Inmates may not purchase radios or any other items from another inmate; items purchased in this manner are considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage will be levied against the violator.

Inmates are solely responsible for the safekeeping of their personal property in their rooms. Inmates should secure their lockers with locks and when not in the room, request the room be locked by the unit officer. The Bureau of Prisons will not assume liability for lost or stolen inmate property, when property is not in the control of staff. Such losses can be minimized by avoiding an accumulation of excess property.

NUISANCE CONTRABAND:

Nuisance contraband is defined as any item or thing which was authorized or issued by the institution, received through approved channels, or purchased through the commissary, but which is now prohibited from possession because excessive quantities present a health, fire, or housekeeping hazard. Examples of nuisance contraband are such items as excess newspapers, letters, magazines, or food items purchased from the commissary which are retained beyond the point of safe consumption.

HARD CONTRABAND:

Any item/article of contraband that poses a threat to the security of an

institution is generally never approved for possession or admission to the institution and is considered to be hard contraband. The following items are examples of hard contraband, and this may not be an inclusive list:

1. Guns, firearms, or weapons of any type;
2. Ammunition or explosives;
3. Knives or tools not provided in accordance with the Correctional Service Manual.
4. Hazardous or poisonous chemical or gases;
5. Narcotics or other controlled substances not dispensed or approved by the institution Medical Department.
6. Marijuana, tobacco;
7. Intoxicants, including, but not limited to, liquor or alcoholic beverages;
8. Any coins or paper money.

PROCEDURES FOR HANDLING CONTRABAND:

Items or property seized as contraband will be disposed of in accordance with the following procedures. Exceptions to disposition instructions contained herein can only be made upon authorization from the Warden.

1. Government Property - Items of government property seized will be returned to the issuing authority within the institution and may be placed in normal stock for reissue. Government property may be retained as evidence for disciplinary actions and criminal prosecution when appropriate.
2. Personal Property - Items of personal property seized will be turned over to the Chief Correctional Supervisor for inventory and storage, pending identification of the true owner, if in question, and could result in possible disciplinary action. When disciplinary action is appropriate, disposition of the property will be delayed until the disciplinary action is complete.

3. Hard Contraband - Items of hard contraband seized will be turned over to the Chief Correctional Supervisor and retained until such time as necessary for disciplinary actions and/or prosecution. When it is determined the item is not going to be the subject of criminal prosecution, the hard contraband will be disposed of in accordance with Bureau policy.
4. Stamps or Negotiable Instruments- Any stamps in excess of authorized limits or negotiable instruments found in an inmate's possession, shall be delivered to the cashier until appropriate disposition is made. Procedures are further detailed in the Personal Property Program Statement.
5. Nuisance Contraband - Any items seized that is classified as nuisance contraband shall be sent home at the inmate's expense or destroyed.
6. Seized Contraband Receipt - Anytime property is confiscated from an inmate, regardless of the type of property, the inmate will receive a copy of the seized contraband receipt.

For more detailed information, refer to Program Statement - Personal Property of Inmates, available in the Law Library.

SHAKEDOWNS:

Any staff member may search an inmate's room to retrieve contraband or stolen property. It is not necessary for the inmate to be present when his room is inspected. The property and living area will be left in the same general condition as found and these inspections will be unannounced and random.

DRUG SURVEILLANCE:

The Bureau operates a drug surveillance program which includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program, and the inmate does not do so, that inmate will be subject to an incident report.

ALCOHOL DETECTION:

A program for alcohol surveillance is in effect at all Institutions. Random samples of the inmate population are tested on a routine basis,

as well as those suspected of alcohol use. A positive test will result in an incident report. Refusal to submit to the test will also result in an incident report.

FIRE PREVENTION AND CONTROL:

Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member, so lives and property can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards cannot and will not be tolerated. Regular fire inspections are monitored in each institution by qualified professionals.

CHAPTER NINE **SELF IMPROVEMENT PROGRAMS**

EDUCATION:

The Education Curriculum at USP, Atlanta is designed to provide a flexible Education Program based upon the philosophy that personal responsibility, on the part of each student, is essential for "real learning" to occur. Individualized, competency based instructions is available to each student. Students progress at their own pace, completing behavior objectives as prescribed.

The USP, Atlanta Education Department supports a holistic learning experience supported by academic, occupational, and recreational program offerings. It is with this learning experience in mind that staff is committed to assist each inmate in attaining personal educational, occupational, and leisure time goals.

Programs and services are offered in the following areas:

1. Literacy Program
2. General Educational Development
3. Post Secondary Educational (college)
4. Occupational Education
5. Social Education
6. Adult Continuing Education
7. Apprenticeship Programs
8. Testing

9. Recreation
10. Reference/Reading/Leisure Library
11. Law Library

BASIC EDUCATION PROGRAM:

By policy, with minor exceptions, all Federal prisoners who do not possess a verified GED Certificate or verified high school diploma must enroll for 240 instructional hours in the Literacy Program. Inmates may ask to be released from this program after completing 240 instructional hours.

All promotions in Federal Prison Industries (UNICOR) and institution assignments beyond the entry level grade are contingent on successful completion of the GED Literacy Program.

RECREATION, LEISURE AND SOCIAL PROGRAMS:

Leisure activities and recreation programs are also supervised by the Education Department. Programs include indoor and outdoor activities, and range from individualized arts and crafts programs to intramural team sports such as softball, basketball, soccer, and volleyball. Physical fitness and weight reduction programs are also important activities for inmates and contribute to mental health, good interpersonal relations, and stress reduction. In addition, inmates can learn to use their free time constructively.

MUSICAL INSTRUMENTS:

Musical instruments are available in the recreation area for inmates. These instruments will remain in the recreation area. Personal instruments are not allowed in the housing unit in most facilities. The only instrument that may be purchased at USP, Atlanta is one harmonica per inmate. The Grandfather Clause does permit inmates who previously owned an instrument(s) to retain their instrument at the institution, however it must be stored in the Recreation Department.

RELEASE PREPARATION PROGRAM:

The Release Preparation Program is designed to assist inmates in preparing themselves for transition from a prison environment into the outside community. Inmates will be given aide in developing plans for their personal lives and for work. These programs offer classes and

information seminars concerning the personal, social and legal responsibilities of civilian life. The program also discusses the restrictions that may be placed on the ex-offender by the Parole Commission. Routinely scheduled information sessions with U.S. Probation Officers, Community Corrections Center staff, and other agencies and employers are available.

An Education Handbook is available from the Education Department. This booklet outlines current programs available at this facility.

CHAPTER TEN **PSYCHOLOGICAL SERVICES**

INTAKE SCREENING:

All inmates will be screened by Psychological Services staff during the institution's Admission and Orientation Program. Screening may include an individual interview.

COUNSELING GROUPS:

Psychologists are available for individual and/or group psychotherapy. Current counseling groups being offered by the Psychology Department include:

1. **STRESS MANAGEMENT:** To learn how to reduce stress through various relaxation techniques and to learn coping skills to manage stressful situations. The Coping Resources Inventory for Stress will be administered for personalized feedback.
2. **ANGER MANAGEMENT:** To learn ways to identify and control sources of anger, and to learn new ways to express anger, and learn the difference between aggressive and assertive behavior.
3. **LIVING FREE:** To review the costs and benefits of your current lifestyle, to review the values reflected in your lifestyle, to learn how to recognize the thoughts which support your values, to learn how habits are formed, and how they can be changed, and to think about how your behavior affects your family and the community. Finally, to develop a plan for positive change.

4. **DRUG EDUCATION - ENGLISH:** A forty (40) hour drug education program addressing the physical and psychological effects of drugs.

Inmates interested in any of these counseling groups may submit a Counseling Group Request Form to the Psychology Department. These forms can be obtained from any Psychologist. Any other requests for psychological services can be made via Inmate Request to Staff Member (cop-out) to Psychology Services.

THE CODE PROGRAM:

An intensive residential treatment program for penitentiary inmates is offered to all inmates at U.S.P. Atlanta. The **C.O.D.E.** Program, which stand for Challenge, Opportunity, Discipline, and Ethics, focuses on changing criminal behavior and thinking. It is a 15-month program only for those serious about changing their lives and behavior.

CHAPTER ELEVEN **FOOD SERVICE**

Nutritious and appealing meals are provided in all Bureau Institutions. Self-service meal operations for general population inmates include features such as salad bars, special diet options and pork-free meals programs. Specific approval procedures for special diets can be explained by Unit Staff or Food Service Personnel.

Inmates housed in the Special Housing Units also receive balanced, nutritious meals. Except for any approved special diets, inmates in these units receive the same diet as inmates in the general population, although portion controls and manner of service may vary.

Hours of operation (weekdays, weekends, and holidays)

WEEKDAYS	Breakfast	6:00 a.m. - 7:00 a.m.
	Lunch	10:30 a.m. - until finished
	Dinner	After 4:00 p.m. count

WEEKENDS/HOLIDAYS	Brunch	10:45 a.m. - until finished
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FOOD SERVICE RULES:

It is necessary that you adhere to rules regarding behavior in the dining room:

1. Do not cut in the waiting line.
2. You must bring your inmate commissary card to the dining room for each meal provided.
3. All food must be consumed in the dining room. You may not remove any food from the dining room.
4. Do not waste food; remove only the serving line what you intend to eat.
5. When you have finished your meal, you are required to carry your eating utensils, dishes and tray to the dish room. You should always leave the area cleaner than when you arrived.
6. Laundry bags and other personal items are not permitted in the dining room.

SPECIAL DIETS:

Special diets for religious purposes must be approved through the Chaplain.

CHAPTER TWELVE **HEALTH SERVICES DEPARTMENT**

HEALTH CARE:

The overall Bureau Health Care delivery system includes local medical facilities, as well as the major medical facilities. At USP, Atlanta, the Health Services Department provides routine, urgent and chronic care to the inmates as needed.

SICK CALL:

For routine care, inmates who wish to be seen on sick call are required to sign-up in the Health Services Unit waiting room between 6:30 a.m. and 7:00 a.m. The inmate will fill out the form and will be triaged by the medical staff. Acute conditions will be seen the same day and will be scheduled in an hour according with movement. All other routine conditions will be scheduled with their assigned provider. Until the time of his appointment, the inmate will report to his assigned work detail. The inmate will coordinate his movement with his detail supervisor. Refer to Appendix B for additional Health Services Information.

EMERGENCY MEDICAL TREATMENT:

All medical emergencies or injuries will be given priority for treatment. The appropriate medical care will be provided by the institution medical

personnel. Medical coverage for after hours, evenings, weekends and holidays will provide treatment for acute medical problems only. Emergency care is provided twenty-four (24) hours a day, seven (7) days a week.

ADMINISTRATIVE DETENTION/DISCIPLINARY SEGREGATION PROCEDURES:

A medical staff member will tour the Special Housing Units at least once every twenty-four hours, to provide medical care and to dispense necessary medications. Refer to Appendix B for additional Health Services information.

MEDICATION - PILL LINE:

Controlled substances and restricted medications are administered to the general population inmates during pill line. Refer to Appendix B, Health Services Unit Information, for pill line schedules. Additionally, over the counter medications are available for purchase in the Commissary.

PHYSICAL EXAMINATIONS:

An Admission and Orientation physical must be documented upon entry to the Bureau of Prisons. An inmate may have a release physical thirty (30) days prior to release from custody if he has not had one within the past year. A request must be submitted.

Inmate Fact Sheet- Preventive Health Program (Men)

Preventive Health Screening -Initial:

The following health preventive screening is provided shortly after you enter federal prison.

TB skin test : unless you have a previously positive documented skin test.

Chest x-ray: if you have a positive TB skin test or have HIV infection.

Syphilis: At intake physical exam if have HIV infection, or have a history of syphilis, gonorrhea, or chlamydia.

Your health care provider may recommend additional health screens based on your medical history and physical examination.

Preventive Health Screening - Sentenced Inmates

The following preventive screens are routinely provided for *sentenced* inmates. You can request a prevention visit to review needed preventive health services, every 3 years (if you are under age 50) or every year (if you are age 50 and over).

Viral Hepatitis: if you are at risk of hepatitis B or hepatitis C viral infections or report prior infection.

HIV: If you are at risk of infection or report prior infection

TB skin test: Every year unless you had a positive test in the past

Colon Cancer: Testing for blood in your stool every year beginning at age 50; colonoscopy if you are at higher risk for colon cancer.

Diabetes: If you are at risk, screening every 3 years beginning age 45

Cholesterol: Beginning at age 35, screen every 5 years (sooner if you are at risk).

In addition, vaccinations are provided as recommended. Other preventive health services may be available to you based on your age and specific needs.

Take care of yourself while you are in prison:

Exercise regularly

Eat a healthy diet (low fat, more fruits and vegetables)

Take medications as recommended by your doctor

Don't use tobacco or illegal drugs or get a tattoo while in prison

Don't have sexual contact with others while in prison.

HUMAN IMMUNE DEFICIENCY VIRUS (AIDS) TESTING:

Inmates with risk factors as determined by medical providers will be tested for HIV. An inmate who has tested HIV positive will, prior to release, participation in an unescorted community activity, or placement in a RRC, be given reasonable period, ordinarily five to ten (5-10) days, in which to notify his spouse (Legal or common-law) or any other significant identified person with whom it could be assumed the inmate might have contact resulting in possible transmission of the virus. Refusal to make such contacts shall result in denial of release, participation in an unescorted community activity, or RRC placement. If the inmate refuses to test or refuses to give notification prior to release, Health Services Division in the Bureau of Prisons Central Office will be notified. The medical staff shall personally confirm that these individuals have been notified of the inmate's condition.

ON-THE-JOB INJURIES:

If you are injured while performing an assigned duty, you must immediately report this injury to our work supervisor who will then notify medical personnel. The work supervisor will also report the injury to the Institution's Safety Manager. An inmate may be disqualified from eligibility for lost-time wages or compensation if he fails to report a work injury promptly to his supervisor.

If injured while performing an assigned duty, and diagnosed as impaired to some degree by medical personnel, the inmate may submit a claim for compensation. A copy of the medical evaluation shall be included in the claim before any compensation can be considered.

TB SCREENING:

Tuberculosis screening is mandatory for all inmates. All newly committed inmates shall receive TB screening by P.P.D. (Mantoux method) or chest x-ray. The P.P.D. shall be the primary screening method unless this diagnostic test is contraindicated. The Bureau of Prisons mandates that all Federal inmates have an annual P.P.D. test documented in their medical record.

ADVANCE DIRECTIVE

An “advance directive” is a written instrument (sometimes referred to as a “living will” or other similar document) by which a patient expresses his/her health care wishes in the event of a terminal or irreversible condition, during which that individual is no longer able to communicate such wishes to the health care provider due to incapacitation.

Advance directive may address the patient’s wishes concerning the withholding or withdrawal of resuscitative, life-sustaining, or other types of medical care. Advance directives may appoint a proxy decision maker for these type health care decisions. Living Will forms are available upon request from medical records via Inmate Request to Staff.

ROUTINE AND EMERGENCY DENTAL CARE SICK CALL/URGENT CARE

This will be available during dental sick call, held on Monday, Tuesday, Thursday, and Friday. General population inmates with dental emergencies must sign up between 0630 a.m. and 0700 a.m. in the dental clinic. A dental officer will interview those requesting sick call and determine those who need to be treated at that time. Sick call treatment will be provided during the hours of 0700 a.m. and 0800 a.m. Only emergency treatment will be provided at this time to include prosthodontia adjustments and repairs. Should the allotted time be insufficient, patients not treated will be rescheduled later in the day. Inmates housed in the detention center will be seen for emergency treatment Tuesdays and Fridays, 0800-1100 a.m. On other days, they may see a medical provider who will prescribe analgesics or contact a dental officer if deemed necessary.

Medical providers will bring dental complaints from the lockdown areas to the dental staff. The inmate will be screened in the SHU treatment room or a call-out appointment will be made if necessary. Correctional staff will escort inmates with dental or maxillofacial emergencies to the dental clinic.

Should dental emergencies arise during other duty hours, correctional officers and/or supervisors may call the clinic for guidance in referring the inmate for evaluation and treatment if necessary.

By Health Inmate Management (HIM) policy, this institution will provide for twenty-four hours emergency dental care. There is a Dental Officer on call every day. Dental emergencies arising after regular duty hours will be evaluated by the PA on duty, who will then call the Duty Dental Officer if needed.

By HIM policy, inmates in special housing, segregation, and jail units shall received urgent care only. Routine care for these inmates shall be deferred until they are released to general population housing.

ROUTINE CARE

This will be provided normal clinic hours (0800 a.m. to 1530 p.m.) for those inmates who have come off the waiting list or have been scheduled after evaluation during sick call on a previous date.

DENTAL EXAMINATIONS

Dental examinations will be completed for all new federal commitments within 14 days of arrival at this institution. Inmates transferring from other BOP facilities will have a new BP-S618.060 initiate prior to receiving routine dental care. Periodic exams will be performed before providing treatment to those inmates whose dental examination is dated over two years prior. Inmates may request a dental examination by means of a "cop-out". Modified screening examinations will be completed on all holdover/pretrial inmates within 30 days of incarceration at this facility and documented on SF-88. Comprehensive examinations will be completed prior to providing routine care to designated inmates.

TREATMENT WAITING LIST:

Those inmates who request dental treatment by submitting an "Inmate Request to Staff Member" (Cop-out) shall be placed on the treatment list after reviewing the record to ensure a recent exam has been done. Patients will be taken from this list in chronological order to provide equitable treatment. Exceptions may be made in cases where there is an existing medical/systemic condition which may be aggravated by

poor oral health or impaired masticator function or other administrative reason. Once taken off the list for treatment by a dentist, he will be taken to completion. Should he miss two appointments, he must request to be placed on the treatment list again.

HEALTH SERVICE UNIT INFORMATION

GENERAL POPULATION PILL LINES:

Diabetic Insulin Line/Controlled Substance and Restricted Medications	0630-0700
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Prescription Pick-up Only: Mon - Fri -	1130-1230
Sat - Sun & Holiday	1500-1545

Controlled Substance & Restricted Medications -	1645-1800
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SICK CALL:

Sick call is held Monday, Tuesday, Thursday and Friday between the hours of 0630 and 0700. You must make sick call to obtain an appointment.

EMERGENCIES

Seen as needed.

SPECIAL HOUSING UNITS:

Inmates are seen in the Special Housing Units. Medical staff will administer controlled substances, restricted medication and insulin to Special Housing Units twice a day. Prescribed medications will also be delivered twice a day.

HEALTH CARE RIGHTS AND RESPONSIBILITIES:

While in the custody of the Federal Bureau of Prisons, you have the right to receive health care in a manner that recognizes your basic human rights, and you also have the responsibility to respect the basic human rights of your health care provider.

1. Right - You have the right to health care services in accordance with the procedures of this facility. Services include sick-call, dental, and all supportive services. The normal sick-call days at USP, Atlanta are Mondays, Tuesdays, Thursdays, and Fridays. Sick-call sign-up is from 0630 a.m. to 0700 a.m. Sick-call appointment times are from

0800-1500 hours. Urgent and emergency sick-call hours are twenty-four hours a day, seven days a week. You are to have the correctional officer call the Health Services Unit in the event of any emergency.

Responsibility - You have the responsibility to comply with the health care policies of this facility. You have the responsibility to follow recommended treatment plans that have been established for you by the institution health care staff, to include proper use of medications, proper diet, and following all health related instructions with which you are provided.

2. Right - You have the right to be offered a "Living Will", or to provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital in the local community or the Bureau of Prisons.

Responsibility - You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.

3. Right - You have the right to participate in health promotion and disease prevention programs, including education regarding infectious diseases.

Responsibility - You have the responsibility to maintain your health and not endanger yourself, or others, by participating in activities that could result in the spreading or contracting of an infectious disease.

4. Right - You have the right to know the name and professional status of health care providers.

Responsibility - You have the responsibility to respect these providers as professional and follow their instructions to maintain and improve your overall health.

5. Right - You have the right to be treated with respect, consideration, and dignity.

Responsibility - You have the responsibility to keep this information confidential.

6. Right - You have the right to be provided with information regarding your diagnosis, treatment and prognosis.

Responsibility - You have the responsibility to keep this information confidential.

7. Right - you have the right to be examined in privacy.

Responsibility - You have the responsibility to comply with security procedures.

8. Right - You have the right to obtain copies of certain releasable portions of your health record.

Responsibility - You have the responsibility of being familiar with current policy to obtain these records.

9. Right - You have the right to address any concern regarding your health care to any member of the institution staff to include the physicians, HSA members of your unit team, and the Warden.

Responsibility- You have the responsibility to address your concerns in the accepted format, such as a Request to Staff Member form, open house forum, or the accepted inmate grievance procedures.

10. Right - You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.

Responsibility - You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.

11. Right - You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.

Responsibility - You have the responsibility to eat healthy and not abuse or waste food and/or drinks.

12. Right - You have the right to request a routine physical examination, as defined by Bureau policy. If you are under the age of 50, once every two years, over the age of 50, once a year.

Responsibility - You have the responsibility to notify medical staff that you wish to have an examination.

13. Right - You have the right to dental care as defined in Bureau policy to include preventive services, emergency care and routine care.

Responsibility - You have the responsibility to maintain our oral hygiene and health.

14. Right - You have the right to a safe, clean and healthy environment, including smoke free living areas.

Responsibility - You have the responsibility to maintain cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.

15. Right - You have the right to refuse medical treatment in accordance with Bureau policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.

Responsibility - You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

16. You have the right to complain, have your pain assessed by medical staff and have your pain treated accordingly.

Responsibility - You have the responsibility to be truthful and not overstate your complaint of pain, and to adhere to the prescribed treatment plan.

CO-PAY

You must pay a fee of \$2.00 for health care services, charged to your inmate commissary account, per health care visit if you received health care services in connection with health care visit that you requested.

You must pay a fee of \$2.00 for health care services if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

Health Care visits with no fee:

- 1- Health care staff referrals
- 2- Followup treatments for chronic condition
- 3- Preventive health care services

- 4- Emergency services
- 5- Diagnosis or treatment of chronic infectious disease
- 6- Mental health care or substance abuse treatment____

Indigence:

If you are considered indigent, you will not have the copay fee deducted from your Inmate Commissary Account. If you are NOT indigent, but you do not have sufficient funds to make the copay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

CHAPTER THIRTEEN
RELIGIOUS SERVICES

The **ALL FAITHS CHAPEL** provides opportunity for the pursuit of individual religious beliefs and practices in harmony with the requirements of security, safety, and the good order of the institution. This includes the equitable management and distribution of resources among the diverse groups and services.

Chaplains and volunteers are available to inmates of all faith groups. Pastoral care can be provided to inmate families upon request. Assistance is provided to support the family's commitment to the beliefs and principles of their faith. Contact can be made with the Chaplain by the inmate request form, personal visit to the chapel or by a call from your supervisor.

No one will disparage the religious beliefs of an inmate, nor attempt to persuade an inmate to change religious affiliation. A religious preference is requested from the inmate on the Religious Preference Survey. He may change that affiliation at any time. Worship opportunities are available to each of the various faith groups. A monthly schedule of religious activities is posted in the Chapel and Units. Holy day observances, religious diet and all worship activities are coordinated by the Chaplains.

A request for marriage must be submitted to the Unit Case manager by the inmate and the fiancée. The Warden is the approving authority for such a request and the Chaplain will provide counsel and give assistance for approved religious ceremonies.

CHAPTER FOURTEEN
SAFETY PROGRAM**SAFETY DEPARTMENT:**

The Safety Department is located in the Education Complex, adjacent to the Psychology Department. Two staff work in the Safety Office 7:30 a.m. to 4:00 p.m., Monday through Friday. Inmates may communicate with staff by obtaining a pass from their supervisor, submitting a "Request to Staff" form through the institution mail, or you may speak directly to a staff member during mainline. Federal Prison Camp inmates may use the "Request to Staff" form through the mail or speak with staff during Camp rounds.

The Safety Office is responsible for conducting fire safety, occupational safety, and sanitation inspections throughout the institution(s). The purpose of the inspection is to identify recognizable hazards that could cause injury, and monitor institution efforts to maintain a high level of sanitation.

JOB ORIENTATION TRAINING:

Every inmate will receive orientation training upon their initial assignment to a detail. The detail supervisor will provide training which focuses on hazards particular to the job assignment. Orientation training will cover equipment safety, protective equipment requirements, evacuation procedures, and chemical hazards to name a few.

You may request clarification or additional training if you have concerns about your job responsibilities, safety rules, or the tasks you will be performing. Your concerns should be discussed with your supervisor or a member of the Safety Office.

MONTHLY SAFETY TRAINING:

Supervisors will conduct safety training sessions with their details. This training will increase safety awareness, review safety precautions, and ultimately prevent injuries. You will be asked to sign a job efficiency training form to record the date and topic of the training.

REPORTING SAFETY HAZARDS:

Inmates are expected to use common sense and good judgement while performing their tasks. While no one is expected to be a safety expert, safety hazards or concerns should be reported to your supervisor for investigation and corrective action taken. Safety hazards may result in your injury or injury to another person.

REPORT INJURIES:

Work related injuries must be report to the detail supervisor and documented on an injury form. The supervisor will gather and document facts concerning the accident and arrange medical care for you if necessary. Inmate compensation benefits for wage loss are contingent upon the prompt reporting of injuries to a supervisor and reporting to Health services for an assessment. When completing your section of the injury report, you must legibly describe in detail how the injury occurred. You may complete your statement on an attached separate sheet of paper if additional space is necessary to complete or comments. If the incident was witnessed, inform your supervisor so witness statement(s) can be included in the documentation.

FIRE DRILL AND EMERGENCY EVACUATION PROCEDURES

All departments conduct a fire drill once a quarter. Housing units will conduct a fire drill on each shift once a year. Health Services will conduct a fire drill on each working shift quarterly.

When a fire drill is announced you must:

1. Stop what you are doing.
2. Turn off machinery or equipment; set down your tools.
3. Quietly leave the building in the direction instructed. If a specific exit or direction are not identified, evacuate to the closest exit.
4. Assemble in a safe location and wait for further instructions.

During an emergency, cooperate with staff instructions and promptly evacuate the area. Avoid heavy smoke that rises to the ceiling by staying low, crawl to the nearest exit if necessary.

CHEMICAL SAFETY/HAZARD COMMUNICATION:

Chemicals are used for cleaning and maintenance at this facility. The products are reviewed to ensure the safest substitutes are used to minimize related injuries. You will receive training on chemicals if you are assigned to a detail where chemicals are used. This training is called chemical hazard communication and will cover necessary precautions to prevent injury. If you have any questions or concerns about chemical products in this facility, please refer to the product label or direct our concern to a supervisor. Using or disposing of a product contrary to the label and/Material Safety Data Sheet is prohibited and could result in disciplinary action.

HEARING CONSERVATION PROGRAM:

The Safety Office conducts an annual noise level survey to identify high noise areas or operations. Sensitive sound measure devices are used according to industrial hygiene protocol to determine if you must be enrolled in the hearing conservation program.

If your noise exposure level meets or exceeds an 85 decibel average during an eight hour work day, you will be enrolled in the hearing conservation program. You will be notified of your enrollment and provided training on elements of this program. Persons enrolled in this program will receive a baseline and annual audiogram.

If you work in an area or operate equipment that produces more than 90 decibels, regardless of the duration, you will be required to wear hearing protection.

LOCKOUT/TAGOUT PROGRAM:

All sources of energy that could cause injury must be controlled prior to any maintenance work. Energy such as electricity, compressed air, hydraulic pressure, steam, spring tension, and gravity are a few examples of energy that can cause injury if turned on or released unexpectedly. Maintenance, cleaning, or adjustment of equipment where one or more forms of energy could accidentally be released requires implementation of specific procedures.

The institution policy is outlined in the Institution Supplement entitled "Lockout/Tagout Program." You will receive training if you are assigned to a maintenance detail and perform any activities that require energy lockout or tagout.

INMATE COMPENSATION:

During the A&O lecture, a member of the Safety Office will make available an inmate handbook on inmate compensation benefits and procedures. If you are new to the federal system or do not have a handbook, one can be provided upon your request. This booklet explains entitlement and procedures concerning inmate compensation resulting from an injury on your work detail. Contact a member of the Safety Office if you need an explanation concerning these procedures. Of utmost importance, always report your work related injuries to your supervisor, and report to Health Services for a medical assessment, regardless of severity.

TORT CLAIMS:

A Tort Claim can be filed if government negligence results in personal injury or property loss. A claim filed under the Federal Tort Claims Act is submitted on a Standard Form 95.

The Attorney Advisor is responsible for coordinating Tort Claim processing with the Regional Office. Form 95s can be obtained through your unit counselor from the Attorney Advisor's Office. Mail your completed form and evidence directly to the Regional Office in which the claim originates. Questions concerning the status of your claim should be directed to the Attorney Advisor.

HOUSEKEEPING:

Inmates share common areas and facilities in a correctional setting. Everyone is expected to use these areas with respect for other persons who will follow. Inmates assigned to individual cells are responsible for the sanitation of the cell and furnishings. Beds must be made and personal property maintained according to posted instructions in the housing units. Unit staff should be consulted if you have questions concerning the unit sanitation standard or availability of sanitation supplies.

PEST CONTROL:

The Safety Office will be responsible for institution pest control. Eighty percent of pest control effectiveness depends on adequate sanitation and housekeeping. Pesticides are applied under the supervision of the Safety Manager with judgement according to a published spraying schedule.

Your individual room can be sprayed upon request. To have your room treated, submit a “Request to Staff Member” to the Safety Office or speak with a safety staff member. Prior to treating individuals’ rooms, personal property must be stored inside your locker. No food items, drinking cups, toiletry, or clothing items can be left out in the open. This is to prevent contaminating these items with a pesticide that is mildly toxic.

SANITATION SUPPLIES:

The Safety Office purchases sanitation supplies and issues them every other week. Areas obtain supplies by submitting an order form for the items needed. Staff from the areas are responsible for submitting requests to the Safety Office by a deadline and picking up the supplies at the supply issue window. Everyone must use sanitation supplies correctly and in a cost efficient manner. Waste and abuse of cleaning supplies will only create shortages with the area and have a negative effect on everyone. If your area needs cleaning supplies, please direct your request to the department head or staff member responsible for ordering supplies. Personal hygiene items such as soap, toilet paper, paper towels, tooth brushes etc., can be obtained from the unit officers. These items are ordered by the unit from the Business Office on a separate order form from sanitation supplies.

PERSONAL PROTECTIVE EQUIPMENT:

Certain operations or tasks you may be assigned to could require the use of protective equipment. Protective equipment is selected, stocked, and issued to persons to protect them from a recognized hazard that could cause injury. Instructions on the type of equipment, proper use, adjustment, maintenance, and cleaning of the equipment will be provided by the detail supervisor. You must use equipment correctly, and making alterations that could lower protective value is prohibited.

Most details are mandatory safety shoe work assignments. Your supervisor will inform you of this requirement and make arrangements for the issue of proper shoes if they have not been issued to you.

BLOOD AND BODY FLUIDS:

Blood borne pathogens can be transmitted in blood or body fluids. All blood and body fluids should be treated with caution. Using the universal precaution by avoiding contact will prevent disease

transmission.

Report all blood spills to a staff member for proper clean-up. Clean-up kits are located at designated locations and contain necessary articles to disinfect and remove blood spills. The Health Service orderlies are part of a spill response team and are trained in blood clean-up procedures.

FORKLIFT AND VEHICLE OPERATION:

Inmates assigned to operate forklifts, vehicles, and landscape equipment will undergo a training and qualification program. Forklift and vehicle operators will be medically cleared and demonstrate their competence with the equipment before being allowed to operate the equipment without direct supervision. It is a violation of safety regulations to operate any vehicle until you have completed the training and qualification program.

GENERAL SAFETY:

You are not authorized to operate equipment until you have been trained and instructed to do so. Radio head phones are not allowed on the work site. You must ensure machine guards or safety devices are installed and operational before using machinery. Defects must be reported to our supervisor for corrective action.

INMATES ARE PROHIBITED FROM SMOKING AT THIS FACILITY.

SMOKING CESSATION PROGRAMS:

Psychology Services will develop a component of the smoking cessation program to assist with the behavioral aspects of smoking cessation. This component will address stress management and other relevant topics. The Chief Psychologist is responsible for maintaining a waiting list of inmates interested in this program, and will offer the program based on inmate demand. Because most ex-smokers succeed in quitting without the aid of psychology programs, participation in this service should be voluntary, and should not be used as a prerequisite to receive nicotine replacement therapy.

Major components of the smoking program will be covered during the Institution Familiarization and Admission and Orientation by Psychology staff.

Religious Services Programs: Tobacco products may be consumed as part of the religious ceremony approved and supervised by a Chaplain. Ordinarily, the outdoor worship area or Sweat Lodge will be the place designated for use of tobacco products for religious worship.

CHAPTER FIFTEEN

INMATE DISCIPLINE

Inmates must have respect for the rights and property of others. You are urged to develop and exercise self-discipline. Rules, regulations, and policies are made to maintain a healthy and peaceful climate and to ensure an orderly operation of this facility. The inmate discipline policy has been developed to deal with those individuals who cannot or will not exercise self-discipline.

Certain privileges are granted to eligible inmates provided those privileges are not abused. Violation of regulations may result in an incident report and imposition of sanctions, as outlined later in this manual.

In the event, misconduct is observed by staff or there is evidence that misconduct has occurred, an incident report may be written by staff. This is the first step in the disciplinary process. For less serious violations, staff may suspend disciplinary proceedings for a period of time not to exceed two weeks, while informal resolution is attempted. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings at the same stage they were suspended. The time requirements then begin again, at the same point in which they were suspended. Incident reports are first investigated by a Lieutenant and the results forwarded to your Unit Team. The Unit Team meets as the Unit Discipline Committee (UDC) and may impose limited sanctions for most misconduct (for example, suspension of privileges, quarters change, job change, assigning extra duty, etc.).

If charges are more serious, the case will be referred to the Disciplinary Hearing Officer (DHO) who can impose greater sanctions (for example forfeiture of good conduct time, recommendation of transfer to a higher security level institution, or referral of the case to the F.B.I. for criminal action in a U.S. District Court).

The internal disciplinary system is outlined in the Program Statement #5270.7, which is available in the Law Library.

Tables 1 and 2 provide a summary of the discipline system, while Table 3 provides a listing of prohibited acts by level of severity and shows the range of sanctions which may be imposed for violation of the institutional rules.

Inmates receiving performance pay who are found through the disciplinary process to have committed a level 100 or 200 series drug or alcohol-related prohibited act will automatically have performance pay reduced to maintenance pay level and be removed from any assigned work detail outside the secure perimeter if applicable.

SUMMARY OF DISCIPLINARY SYSTEM

TABLE 1

<u>PROCEDURE</u>	<u>DISPOSITION</u>
1. Incident involving acts in possible commission of a severity prohibited act. writer of the	1. Except for prohibited the greatest or high categories, the report may resolve
informally	or drop the charges.
2. Staff prepares Incident acts Report and forwards it to severity the Lieutenant.	2. Except for prohibited the greatest or high categories, the lieutenant may resolve informally or drop the charges.
3. An investigator will be appointed	3. The investigator will conduct an investigation and forward the results to the UDC.
4. Initial hearing before the UDC	4. The UDC may drop or resolve informally, and high, moderate or low moderate charge or impose allowable sanctions or refer to DHO.
5. Hearing before (DHO).	5. The DHO may impose allowable sanctions or drop the charges.
6. Appeals through the Administrative Remedy Procedures	6. The Warden, Regional Director or General Counsel may approve, modify, reverse, or remand with directions, including ordering a rehearing but, may not increase sanctions imposed.

TIME LIMITS IN DISCIPLINARY PROCESS

TABLE 2

1. Staff becomes aware of an inmate's involvement in an incident. Ordinarily, a maximum of 24 hours
2. Staff gives inmate charges by delivering Incident Report Maximum ordinarily of 3 work days, excluding the day staff becomes aware of the inmates involvement, weekends and holidays
3. Initial Hearing Minimum of 24 hours (Unless waived)
4. Disciplinary Hearing Officer

NOTE: These time limits are subject to exceptions as provided in the rules.

Staff may suspend disciplinary proceedings for a period of time, not to exceed two weeks, while informal resolution is attempted.

PROHIBITED ACTS AND DISCIPLINARY**SEVERITY SCALE (TABLE 3)****CODE****SANCTION**

A retardation	Recommend parole ate rescission or
B	Forfeit earned statutory god time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may be suspended);
B.1	Disallow ordinarily, between 50 and 75% (27 to 41days) or good conduct time credit Available for the year (A good conduct time sanction may not be suspended).
C	Disciplinary transfer (recommended)
D	Disciplinary segregation (up to 60 days).
E	Make monetary restitution.
F	Withhold Statutory Good Time (Note: Can be in addition to A through E, however, cannot be the Only sanction imposed).
G etc.	Loss of privileges: commissary, movies, recreation, (Note: Can be in addition to A through E, however, cannot be the only sanction imposed).
H	Change housing (quarters
I	Remove from program and/or group activity.
J	Loss of job.
K	Impound inmates' personal property
L	Confiscate contraband
M	Restrict to quarters
N	Extra duty
O	Reprimand
P	Warning

GREATEST CATEGORY

<u>CODE</u>	<u>SANCT- IONS</u>	<u>PROHIBITED ACTS</u>
100	A - G	Killing.
101	A - G	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter - <u>Note</u>: A charge for assaulting any person is to be used only when serious physical injury has been attempted or carried out by an inmate.
102	A - G	Escape from an escort; escape from a secure institution (security levels low, medium, or high); or escape from a minimum security level institution <u>with</u> violence.
103	A - G	Setting a fire (charged with this category only when found to pose a threat to life or a threat of serious bodily harm, or in furtherance of a prohibited act of Greatest Severity, i.e., in furtherance of a riot or escape) - otherwise the charge is properly classified Code 218 or 329.
104	A - G	Possession, manufacture or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, or any ammunition.
105	A - G	Rioting.
106	A - G	Encouraging others to riot.
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107	A - G	Taking hostage(s)
108	A - G	Possession, manufacture or introduction of a hazardous tool (tool most likely to be used in an escape or escape attempt, or to manufacture or serve as weapons capable of doing serious bodily harm to others, or those hazardous to institutional security or personal safety) (i.e., a hacksaw blade).
109	A - G	Not to be used)
110	A - G	Refusing to provide a urine sample or to take part in other drug abuse testing
111	A - G	Introduction of any narcotics, marijuana, drugs or related paraphernalia not prescribed for the individual by the medical staff.
112	A - G	Use of any narcotics, marijuana, drugs or related paraphernalia not prescribed for the individual by the medical staff.
113	A - G	Possession of any narcotics, marijuana, drugs or related paraphernalia not prescribed for the individual by the medical staff.
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197	A - G	Use of the telephone to further criminal activity.
198	A - G	Interfering with staff in the performance of their duties (<u>Conduct must be of the Greatest Severity nature</u>) - This charge is to be used only when another charge of Greatest Severity is not applicable.
199	A - G	Conduct which disrupts or interferes with the security or orderly running of the institution (<u>Conduct must be of the Greatest Severity nature</u>) - This charge is to be used only when another charge of Greatest Severity is not applicable

NOTE: The UDC shall refer all Greatest Severity prohibited acts to the DHO with recommendations as to an appropriate disposition.

HIGH CATEGORY

CODE	SANCTIONS	PROHIBITED ACTS
200	A - M	Escape from unescorted community programs and activities, open institutions (minimum), and from outside secure institutions <u>without</u> violence
201	A - M	Fighting with another person
202	A - M	(not to be used)
203	A - M	Threatening another person with bodily harm or any other offense.
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204	A - M	Extortion, blackmail, protection, demanding or receiving money, or anything of value, in return for protection against others, to avoid bodily harm, or under threat of informing.
205	A - M	Engaging in sexual acts.
206	A - M	Making sexual proposals or threat to another.
207	A - M	Wearing a disguise or a mask.
208	A - M	Possession of any unauthorized locking devise, or lock pick, or tampering with or blocking any lock device (including keys), or destroying, altering, interfering with improperly using, or damaging any security device, mechanism or procedure.
209	A - M	Altering of any food or drink.
210	A - M	(not to be used)
211	A - M	Possession any officer's or staff clothing.
212	A - M	Engaging in, or encouraging a group demonstration.
213	A - M	others to refuse to work or to participate in a work stoppage
214	A - M	(Not to be used)
215	A - M	Introduction of alcohol into a BOP facility.
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216	A - M	Giving or offering an official or staff member a bribe a anything of value.
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217	A - M	Giving money to, or receiving money from, any person for the purpose of introducing contraband or for any other illegal or prohibited purpose.
218	A - M	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00; or destroying, altering, or damaging life-safety devices (i.e., fire alarm) regardless of financial value.
219	A - M	Stealing (theft; this includes data obtained through the unauthorized use of a communication facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)
220	A - M	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, military exercise or drill (except for drill authorized and conducted by staff) 69

221	A - M	Being in an unauthorized area with a person of the opposite sex without staff permission.
222	A - M	Making, possession, or using intoxicants.
223	A - M	Refusing to breathe into a breathalyser
224	A - M	Assaulting any person (charged with this act only when a less serious physical injury or contact has been attempted or carried out by an inmate)
297	A - M	Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PAC number, third-party calling or billing/three-way calls, using credit card numbers to place calls, conference calling, talking in code.
298	A - M	Interfering with a staff member in the performance of duties. (Conduct must be of the High Severity nature) - This charge is to be used only when another charge is not applicable.
299	A - M	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (conduct must be of the High Severity nature) - This charge is to be used only when another charge is not applicable.

MODERATE CATEGORY

CODE	SANCTIONS	PROHIBITED ACTS
300	A - N	Indecent exposure.
301	A - N	(Not to be used)
302	A - N	Misuse of authorized medication
303	A - N	Possession of money or currency, unless specifically authorized, or in excess of the authorized amount.
304	A - N	Loaning of property or anything of value for profit or increased return.
305	A - N	Possession of anything that authorized for retention or receipt by the inmate, and not
306	A - N	Refusing to work, or to accept a program assignment.
307	A - N	Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order which furthers a riot would be charged as Code 105, Rioting; refusing to obey an order which furthers a fight would be charged as Code 201, Fighting; Refusing to Provide a Urine Sample when ordered would be charged as Code 110).
308	A - N	Violating a condition of a furlough
309	A - N	Violating a condition of a community program
310	A - N	Unexcused absence from work or any assignment
311	A - N	Failing to perform work as instructed by the supervisor.

MODERATE CATEGORY

CODE	SANCTIONS	PROHIBITED ACTS
312	A - N	Insolence toward a staff member
313	A - N	Lying or providing false statements to a staff member.
314	A - N	Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced, i.e., counterfeiting release papers to affect escape, Code 102 or Code 200).
315	A - N	Participating in an unauthorized meeting or gathering.
316	A - N	Being in an authorized area.
317	A - N	Failure to follow safety or sanitation regulations.
318	A - N	Using any equipment or machinery which is not specifically authorized.
319	A - N	Using any equipment or machinery contrary to instructions or posted safety standards.
320	A - N	Failure to stand count.
321	A - N	Interfering with the taking of Count.
322	A - N	(Not to be used).
323	A - N	(Not to be used).
324	A - N	Gambling.
325	A - N	Preparing or conducting a gambling pool.
326	A - N	Possession of gambling paraphernalia.

327	A - N	Unauthorized contact with the public.
328	A - N	Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
329	A - N	Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
330	A - N	Being unsanitary and untidy; failure to keep one's person and one's quarters in accordance with posted standards.
331	A - N	Possession or introduction of a nonhazardous tool (tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; other non-hazardous contraband includes such items as food or cosmetics)
332	A - N	Smoking where prohibited.
397	A - N	Use of telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PAC number, three-way calling, providing false information for preparation of a telephone list)
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398	A - N	Interfering with a staff member in the performance of duties (<u>conduct must be of the Moderate Severity nature.</u>) - This charge is to be used only when another charge of Moderate Severity is not applicable).
399	A - N	Conduct which disrupts or interferes with the security or orderly running of the institution (conduct must be of the Moderate Severity nature.) - this charge is to be used only when another charged of Moderate Severity is not applicable).

LOW MODERATE CATEGORY

CODE	SANCTIONS	PROHIBITED ACTS
400	E - P	Possession of property belonging to another person.
401	E - P	Possessing unauthorized amounts of, otherwise, authorized clothing.
402	E - P	Malingering or feigning illness.
403	E - P	(Not to be used)
404	E - P	Using abusive or obscene language
405	E - P	Tattooing or self-mutilation.
406	E - P	No to be used
407	E - P	Conduct with a visitor in violation of BOP regulations (restriction, or loss of this privilege for a specific period of time, may often be an appropriate Sanctions G).
408	E - P	Conducting a business.
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409	E - P	Unauthorized physical contact (e.g., kissing, embracing).
410	E-P	Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)(May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g. the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)
497	E - P	Use of the telephone for abuses other than criminal activity (e.g., exceeding the time limit for telephone calls, using the telephone in an unauthorized area, placing of an unauthorized individual on the telephone list)
498	E - P	Interfering with staff in the performance of their duties (conduct must be of the Low Moderate Severity nature - This charge is to be used only when another charge of Low Moderate severity is not applicable)
499	E - P	Conduct which disrupts or interferes with the security or orderly running of the institution (conduct must be of Low Moderate severity nature - This charge is to be used only when another charge of Low Moderate severity is not applicable)

NOTE: Aiding another person to commit any of these offenses, or attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself.

When the prohibited act is “Interfering with Staff in the Performance of Their duties” (Codes 198, 298, 398, 498), or “Conduct Which Disrupts” (Codes 199, 299, 399, 499), the DHO or UDC, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses), in that severity level, which the appropriate committee finds is not comparable.

**SANCTIONS BY SEVERITY OF PROHIBITED ACT WITH
ELIGIBILITY FOR RESTORATION OF FORFEITED AND WITH
HELD STATUTORY GOOD TIME**

Sever- ity of Act	Sancts	Max/A mt Forf .GT 1	Max/A mtW/hd SGT	Elig/ Rest Forf/S GT	Elig/ Rest W/Hd/ SGT	Max Dis Seg
Great- est	A - F	100%	Good time credit- able for single month during which violation occurs.	24 MOS.	18 MOS.	60 DAYS
High	A - M	50% or 60 days, which ever is less	Applies to all categor- ies	18 MOS.	12 MOS.	30 DAYS.
Moder- ate	A - M	25% or 30 days, which ever is less	76	12 MOS.	6 MOS.	15 DAYS

Low Moderate	E - P	N/A		N/A (1st offense) 6 mos. (2nd or 3rd offense in same category within six mos.)	3 mos.	N/A 1st offense 7 days 2nd offense 15 days 3rd offense
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NOTE: Withheld Statutory Good time is creditable only for the single month during which the violation occurred. This applies to all categories. Information concerning withheld Statutory Good time and its restoration is in program Statement 5270.7.

Inmates sentenced under the Comprehensive Crime Control Act (New Law), who have been sanctioned to Disallowance of Good Conduct Time by the DHO, may never have this time restored.

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS	RESPONSIBILITIES
1. You have the right to expect that, as a human being, you will be treated respectfully and fairly by all personnel.	1. You have the responsibility to treat others, both staff and inmates, in the same manner.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2. You have the responsibilities to know and abide by the rules, procedures, and schedules.
3. You have the right to freedom of religion affiliation and voluntary religious worship.	3. You have the responsibility to recognize and respect the religious affiliations and worships of others.

4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same; an opportunity to shower regularly; proper ventilation for warmth and fresh air; a regular exercise period; toilet articles; and medical and dental treatment.	4. It is your responsibility not to waste food, to follow the laundry and shower schedules, to maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. You have the right to visit and correspond with family members and friends, and correspond with members of the news media if kept within Bureau rules and institution guidelines	5. It is your responsibility to conduct yourself properly during visits; not to accept or pass contraband; and not to violate the law, Bureau rules, or institutional guidelines through your correspondence.
6. You have the right to unrestricted and confidential access to the courts by correspondence on matters such as the legality of your conviction, civil matters, pending criminal cases, and condition of your imprisonment.	6. You have the responsibility to present honestly and fairly, your petitions, questions, and problems to the court.
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	7. You have the responsibility to use the services of an attorney honestly and fairly.
8. You have the right to participate in the use of the Law Library reference materials to assist you in resolving legal problems. You also have the right to receive help, when it is available, through a legal assistance program.	8. It is your responsibility to use these resources, in keeping with the procedures and schedules prescribed, and to respect the rights of other inmates as to the use of the materials and the assistance program.
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9. You have the right to a wide range of reading material for educational purposes and for your own enjoyment. These materials may include magazines and newspaper, with certain restrictions, sent from the community.	9. It is your responsibility to seek and utilize such materials for your personal benefit without depriving others of their equal rights to the use of this materials.
10. You have the right to participate in education, vocational training, and employment as far as resources are available, and in keeping with your interests, needs and abilities.	10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
11. You have the right to use your funds for Commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.	11. You have the responsibility to meet your legal and financial obligations including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your release plans, your family needs, and other obligations that you may have.

PRIVACY ACT OF 1974: Forbids the release of information from agency records without a written request by, or prior written consent of, the individual to whom the record pertains, except in specific instances. Such specific instances are requests from employees of the Department of Justice, Law Enforcement Agencies, Freedom of Information Act Releases, Congress, Court Orders, etc.

ACCESS TO CENTRAL FILES: An inmate at any time may request to review all “disclosable portions” of his central file by submitting a request to his Unit Team. Staff will acknowledge the request and schedule the inmate, as promptly as possible, for a review of his file.

The Freedom of Information Act (FOIA) Exempt section contains information that is not disclosable to you by institution staff. You may request disclosure through Freedom of Information/Privacy Act (FOIA) Section, 320 First Street, N.W. NALC Building, Room 401, Washington, D.C. 20534

An inmate may request personal copies of central file documents. Institution staff will arrange for copies of disclosable materials and summaries. Fees are charged in accordance with 28 CFR 16.46. Fees collected will be forwarded to the Office of the General Counsel.

CHAPTER SIXTEEN **PROBLEM SOLUTION**

INMATE REQUEST TO STAFF MEMBER:

The Bureau form BP-Admin-70, (Inmate Request to Staff Member), commonly called a “cop-out” is used to make a written request to a staff member. Any type of request can be made with this form. “Cop-outs” may be obtained in the units from the Correctional Officer or Correctional Counselor. Staff members who receive a “cop-out” will answer in a “reasonable” period of time. The answer will be written on the bottom of the request form.

ADMINISTRATIVE REMEDY PROCESS:

The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with staff members or “cop-outs”. When informal resolution is not successful, however, a formal complaint can be filed as an Administrative Remedy. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

The first step of the Administrative Remedy procedures is to attempt an informal resolution (BP-9). If the issue cannot be informally resolved, the Counselor will issue a BP-229 (BP-9) form (usually within 48 hours of the time the inmate approached the employee with the problem). The inmate will return the completed BP-229 to the Counselor, who will review the material to ensure an attempt at informal resolution was made. The BP-229 complaint must be filed within fifteen (15) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional fifteen (15) calendar days, but the inmate must be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens the inmate’s immediate health or welfare, the reply must be made as soon as possible, and within forty-eight (48) hours from receipt of the complaint.

If the inmate is not satisfied with the response to the BP-229, he may file an appeal to the Regional director. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-229 response. The Regional appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty days. The inmate must be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 (BP-11) form and must have copies of the BP-229 and BP-230 forms with responses. The BP-231 form may be obtained from the Counselor. The National Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days if the inmate is notified.

In writing a BP-229, BP-230, or BP-231, the form should contain the following information:

Statement of Facts
Grounds for Relief
Relief Requested

TIME LIMITATIONS FOR ADMINISTRATIVE REMEDIES:

In Calendar Days

FILING:

BP-229; 15 days of incident
BP-230; 20 days from BP-9 response
BP-231; 30 days from BP-10 response

RESPONSE: _____ EXTENSIONS:

BP-229: 15 days	BP-229: 15 days
BP-230: 30 days	BP-230: 30 days
BP-231: 30 days	BP-231: 30 days

SENSITIVE COMPLAINTS:

If an inmate believes a complaint is of such a sensitive nature that he complaint is sensitive, the inmate will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will be returned. The inmate may then pursue that matter by filing a BP-229 at the institution.

TORT CLAIMS:

A Tort Claim is an administrative claim that provides for money damages, for personal injury or death and/or loss of or damage to personal property. This loss must be the result of wrongful or negligent act(s) or failure to act by a government employee, while the employee was acting with the scope to the employment.

The first step of the Tort Claim process is for the inmate to request a Standard Form 95 from a staff member. The inmate will submit the completed Form 95 to the Regional Office in the region where the incident occurred that gave rise to the claim. The inmate will be notified of the initial receipt or referral of the claim by the Regional Office. The claim must be filed within two (2) years of the date of the incident.

The inmate's claim will be referred to the appropriate institution for investigation. Staff have six (6) months to make a claim determination. If the inmate does not receive a final determination within (6) months, the inmate may assume that the claim is denied.

Time Limitations For Tort Claims:

Filing:

Standard Form 95; two (2) years of the incident

Response:

Standard Form 95; six (6) months from receipt of claim

CHAPTER SEVENTEEN
CORRECTIONAL SYSTEMS DEPARTMENT PROCEDURES

MAIL ROOM/RECORD'S OFFICE OPEN HOUSE:

Tuesday: 10:30 a.m. - 11:30 a.m.

Thursday: 11:30 a.m. - 12:30 p.m.

SENTENCE COMPUTATIONS:

All sentence computations are computed by the Designation Sentence Computation Center (DSCC), located in Grand Prairie, Texas. Once the sentence is computed and certified, your unit team or CSD (Records Office) staff can provide you with a copy.

Any questions about good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision, can be addressed to Records Office staff. Requests for changes, updates, or disputes of awarded time, will be forwarded to the DSCC for appropriate action, as determine by DSCC staff.

FINES AND COSTS:

For offenses committed prior to November 1, 1987, the court may impose a committed or non-committed fine and/or court costs. Committed fines, means that the inmate will stay in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (pauper's oath). Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payment for a non-committed fine or cost is not required for release from prison or transfer to a contract Residential Reentry Center. Sentence Reform Act (SRA), Violent Crime Control Law Enforcement Act (VCCLEA), and Prison Litigation Reform Act (PLRA) sentences may carry a fine. The fine for these sentences is due immediately unless the court states otherwise.

DETAINERS:

Warrants (judgements) based on pending charges, overlapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdiction, will be accepted as detainers. Detainers and untried charges which can have an effect on institutional programs. Therefore, it is very important the inmate initiates efforts to clear up these cases to the degree he can.

Federal and state detainers, not to include probation or parole violations, may be quickly processed under the procedures of "Interstate Agreement on Detainers." This agreement applies to all detainers based on pending

charges which have been lodged against an inmate by a “member” state, including the U.S. Government, regardless of when the detainer was lodged.

For an inmate to use this procedure, the warrant must be lodged with the institution. If no detainer is actually lodged at the institution, but the inmate knows of pending charges, it is important for the inmate to contact the court and district attorney to attempt to resolve these charges.

RELEASE TRANSPORTATION:

For inmates being release from USP, Atlanta, going directly home, the institution will normally pay for transportation. However, in cases where the inmate chooses a different mode of travel other than what was arranged by the institution, he may have to bear the expense.

Inmates being transferred to a Residential Reentry Center will be released at a time arranged by the institution. In these cases, transportation will be arranged by the institution via the least expensive mode of travel. Those inmates releasing within an eight hour travel radius of the institution are authorized to utilize private owned vehicle transportation, provided the individual driving is on their approved visiting list and/or an immediate family member as listed in the presentence investigation report. These arrangements, including the specific driver and their relationship, must be documented on the Furlough Application.

HOLIDAY/WEEKEND RELEASES:

When a sentence ends on Saturday, Sunday or a legal holiday, the Warden has the authority to release an inmate on the preceding work day.

GOOD CONDUCT TIME:

This applies to inmates sentenced for an offense committed after November 1, 1987, but prior to September 13, 1994.

The Sentence Reform Act became law on November 1, 1987. The two most significant changes in the sentencing status deal with parole issues and Good Time. There are no provisions under the new law for parole. The only Good Time available will be fifty-four (54) days per Good Conduct Time. This is awarded at the end of the year, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, it is vested and may not be forfeited. There is no Statutory Good Time or Extra Good Time for people being sentenced for crimes committed after November 1, 1987.

The Violent Crime Control and Law Enforcement Act (VCCLEA) become effective on September 13, 1994, through April 25, 1996. “18 U.S.C. 40.42(b). Requires that the BOP notify state and local law enforcement officials at least five calendar days prior to releasing Supervised Release, probation, or parole prisoners who have been convicted of a “drug trafficking crime” or a “crime or violence.”

GOOD TIME DISCUSSIONS BELOW DO NOT APPLY TO INMATES SENTENCED UNDER THE NEW SENTENCING GUIDELINES.

GOOD TIME:

Good Time awarded by the Bureau of Prisons under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence--that is, advances the date when the release will be mandatory if the offender is not paroled at an earlier date. The award of Good Time does not in itself advance the offender’s release date. It has that effect only if the offender would not otherwise be paroled before the expiration of the sentence. The behavior to the offender may not be equivalent to the Good Time earned.

STATUTORY GOOD TIME:

Under 18 U.S. Code 4161, an offender sentenced to a definite term of six months or more is entitled to a deduction from his term, computed as follows, if the offender has faithfully observed the rules of the Institution and has not been disciplined:

At least six (6) months, less than one (1) year - five (5) days for each month of the stated sentence.

More than one (1) year, less than three (3) years - six (6) days for each month of the stated sentence.

At least three (3) years, less than five (5) years - seven (7) days for each month of the stated sentence.

At least five (5) years, less than ten (10) years - eight (8) days for each month of the stated sentence.

Ten (10) years for more - ten (10) days for each month of the stated sentence.

At the beginning of an inmate's sentence, the full amount of statutory good time is credited, subject to forfeiture or withholding if the inmate commits disciplinary infractions.

If the sentence is for five (5) years or longer, 18 USC 4206 (d) requires the Parole Commission to release an offender after he has served two-thirds of the sentence, unless the Parole Commission determines the he has seriously violated Bureau of Prisons rules or regulations, or that there is a reasonable probability that he will commit a crime. For offenders serving sentences of five (5) to then (10) years, this provisions may mandate release before the date established by subtracting Good Time from the sentence.

Statutory Good Time does not apply to life sentence or to those few inmates remaining who were sentence under the Youth Corrections Act. It applies to a split sentence if the period of confinement is exactly six (6) months; a shorter period does not qualify for good Time under the statute, and a longer period cannot be part of a split sentence.

The following applies only to inmates sentence for an offense committed prior to November 1, 1987.

EXTRA GOOD TIME:

The Bureau of Prisons awards Extra Good Time credit for performing exceptionally meritorious service, for performing duties of outstanding importance, or for employment in an industry or camp. An inmate may earn only one type of Good Time award at a time (e.g., an inmate earning Industrial or Camp Good Time is not eligible for Meritorious Good time), except that a lump sum award may be given in addition to another Extra Good time award. Neither the Warden nor the Discipline Hearing Officer may forfeiture or withhold Extra Good Time.

The Warden may disallow or terminate the awarding of any type of Extra Good time (except for lump sum awards), but only in a non-disciplinary context and only upon recommendation of staff. The Discipline Hearing Officer may also disallow or terminate the awarding of any type of Extra Good Time (except lump sum awards) as a disciplinary sanction. Once an awarding of Meritorious Good Time has been terminated, the Warden must approve a new staff recommendation in order for the award to recommence. A "Disallowance" means that an inmate does not receive an Extra Good Time award for only one calendar month. A "disallowance" must be for the entire amount of Extra Good Time for that calendar month. There may be no partial disallowance. A decision to disallow or terminate Extra Good Time may not be suspended pending future consideration.

A retroactive award of Meritorious Good Time may not include a month in which Extra Good Time has been disallowed or terminated.

EXTRA GOOD TIME PROCEDURES:

Extra Good Time is awarded at a rate of three (3) days per month during the first twelve (12) months, and at the rate of five (5) days per month thereafter (i.e., the first twelve months, as stated means eleven months and thirty days - Day for Day - of earning Extra Good Time before an inmate can start earning five days per month. For example, if an inmate were to stop working, transfer from Industry to an institution job, or if Good Time was terminated for any reason, the time that the inmate is not earning Good time does not count in the calculation of the first twelve months.

If the beginning or termination date of an Extra Good Time Award occurs after the first day of the month, a partial award of days is made. An inmate may be awarded Extra Good Time even though some or all of the inmate's Statutory Good Time has been forfeiture or withheld.

Extra Good Time is not automatically discontinued while an inmate is hospitalized on furlough, out of the institution on writ of Habeas Corpus, or removed under the Interstate Agreement on Detainers Act. Extra Good Time may be terminated or disallowed during such absences if the Warden finds that the inmate's behavior warrants such action.

An inmate committed for civil contempt is not entitled to Extra Good Time deductions while serving the civil contempt sentence.

An inmate in Extra Good Time earning status may not waive or refuse Extra Good Time credits.

Once Extra Good time is awarded, it becomes vested and may not be forfeited or withheld, or retroactively terminated or disallowed.

GOOD TIME/RESIDENTIAL REENTRY CENTER:

Extra Good Time for an inmate in a federal or contract residential reentry center is awarded automatically beginning on arrival at that facility and continuing as long as the inmate is confined to the center, unless the award is disallowed.

LUMP SUM AWARDS:

Any staff member may recommend to the Warden the approval of an inmate for a lump sum award of Extra Good Time. Such recommendations must be for an exceptional act or service that is not a part of a regularly

assigned duty. The Warden may make lump sum awards of Extra Good Time of not more than thirty (30) days. If the recommendation is for more than thirty days and the Warden agrees, the Warden will refer the recommendation to the Regional Director, who may approve the award.

No award will be approved if the award would be more than the maximum number of days allowed under 18 USC 4162. The actual length of time served on the sentence, including jail credit time, is basis on which the maximum amount of the award is calculated. Any Extra Good Time already earned will be subtracted from this stated maximum. Staff may recommend lump sum awards of Extra Good Time for the following reasons:

An act of heroism;

Voluntary acceptance and satisfactory performance of an unusually hazardous assignment;

An act which protects the lives of staff or inmates or the property of the United States. This is to be an act and not merely the providing of information in custodial or security manner;

A suggestion which results in substantial improvement of a program or operation, or which results in significant savings; or any other exceptional or outstanding service.

CHAPTER EIGHTEEN
PAROLE PROCEDURES

PAROLE:

Parole is release from incarceration under conditions established by the U.S. Parole Commission. Parole is not a pardon or an act of clemency. A parolee remains under the supervision of the U.S. Probation Officer until the expiration of his full term.

Inmates are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment of commitment (EXCEPTIONS: inmates sentenced before September 6, 1977, and inmates with a minimum parole eligibility of ten (10) years). If the inmate chooses not to appear before the Parole Board within the first 120 days of commitment, a waiver must be given to the Case Manager prior to the time of the scheduled Parole Hearing. This waiver will be made part of the Parole Commission's file and the inmate's central file.

All inmates who previously waived a Parole Hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they waive. Application for a Parole hearing must be made at least sixty (60) days before the first day of the month of the hearings. The Parole Board conducts hearings at USP, Atlanta every three months.

Application to the Parole Commission for a hearing is the responsibility of the inmate, but in certain cases the Unit Team will assist the inmate if necessary. Application forms may be obtained from the Case Manager.

Following the hearing, the inmate will be advised of the tentative decision reached in the case by the hearing examiners.

The recommendations of the hearing examiners must be confirmed by the Regional Office of the Parole Board. This confirmation usually takes four (4) weeks and is made on a form called a "Notice of Action." This decision may be appealed by the inmate. Forms for appeal may be obtained from your Case Manager.

If granted a presumptive parole date (a parole date more than six (6) months following the hearing), a Parole Progress Report will be sent to the Parole Board seven (7) to eight (8) months before the parole date. The inmate should have an approved residence and an approved employer before being released on parole. Parole may be granted to a detainer or for the purpose of deportation.

RELEASE PLANNING:

If granted parole by the U.S. Parole Commission, the Parole Commission will require an approved parole plan prior to release. An approved parole plan consists of employment and a place to reside.

The job must pay at least minimum wage and normally may not require extensive travel. The place of residence must be a reputable establishment, but can be almost anywhere (parent, wife, friend, YMCA, etc.). The proposed parole plan is thoroughly investigated by the U.S. Probation Officer and must be approved.

The parole plan is part of the material submitted in connection with the parole hearing. The Unit Team submits the inmate's release plans to the U.S. Probation Officer approximately three (3) to six (6) months before the scheduled parole date.

CHAPTER NINETEEN **RESIDENTIAL REENTRY CENTER PLACEMENT**

RELEASE PROCEDURES - RRC:

Inmates who are nearing release, and who need assistance in obtaining a job, residence or their community resources, may be transferred to a Residential Reentry Center (RRC).

The Bureau's Community Correction Branch, within the Correctional Programs Division, supervises services provided to offenders housed in contract facilities and participates in specialized programs in the community.

The Community Corrections Manager (CCM) links the Bureau of Prisons with the U.S. Courts, other federal agencies, state and local government, and the community. Located strategically throughout the country, the CCM is responsible for developing and maintaining a variety of contract facilities and programs, while working under the supervision of the appropriate Regional Administrator.

Community programs have three major emphasis: residential community-based programs provided by Residential Reentry Centers and local detention facilities, programs that provide intensive nonresidential supervision to offenders in the community, and programs that board juvenile and adult offenders in contract correctional facilities.

COMMUNITY-BASED RESIDENTIAL PROGRAMS:

The community-based residential programs available include both typical Residential Reentry Centers and local detention facilities. Each provides a suitable residence, structured programs, job placement, and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. The inmate's payment rate during RRC residence is 25% of the inmate's income.

Most Bureau of Prisons community-based residential programs are provided in Residential Reentry Centers. These facilities contract with the Bureau of Prisons to provide residential correctional programs near the offender's home community. Residential Reentry Centers are used primarily for three types of offenders:

Those nearing release from a BOP institution who need transitional services while finding a job, locating a place to live, and reestablishing family ties.

Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision.

Those serving short sentences of imprisonment and terms of community confinement.

Each RRC provides two components within one facility, a pre-release component and a community corrections component. The pre-release component assists offenders making the transition from an institution setting to the community, or as a resource while under supervision. The community corrections component is designed as a punitive sanction. Except for employment and other required activities, the offender in this second, more restrictive component, must remain at the RRC where recreation, visiting, and other activities are provided in-house.

The other option for community-based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release programs where an offender is employed in the intermittent confinement such as nights, weekends, or other short intervals. Some of the local facilities have work release programs similar to the community corrections component in a RRC, serving to facilitate the transition from the institution to the community.

CHAPTER TWENTY
WORK ASSIGNMENT

WORK ASSIGNMENTS:

After you complete the Admission and Orientation (A&O) Program and have been medically cleared, you will be assigned to a work detail by your Correctional Counselor. If possible, you will be assigned to the type of work which you prefer. Even so, the needs of the institution will be given first consideration when assigning you to a job.

Several factors that will be considered when assigning you to a work detail are as follows:

Institution Needs	Physical Condition
Education	Intelligence
Previous Work Experience	General Attitude
Ability to Benefit from Training	Plans for the Future

Here are some of the work details and training available for you at USP, Atlanta:

Food Service	Cooks, Bakers, Butchers, Salad Preparation Workers, Orderlies, Dishwasher Operators, Clerks
Mechanical Services	Electricians, Plumbers, Painters, Carpenters, Heating/Air Conditioning Workers
Institution Hospital	Clerks and Orderlies
Safety	Clerks
Sanitation	Sanitation Workers
Housing Units	Orderlies
Business Office	Laundry Workers and Commissary Clerks
UNICOR	Industry Workers, (Mailbag, Battle Dress Uniform, Mattress), Quality Assurance Workers, Clerks and Orderlies

If you wish to change your job assignment, you must submit a written request for a job change to your Correctional Counselor, or an Inmate Request to Staff Form (“cop-out”), stating what your present job assignment is, and what job assignment you wish to be transferred to. The cop-out must contain both the signature of your present Work Supervisor and the signature of the Prospective Supervisor. Usually, job changes will be made only when there is an obvious need and benefit either to the institution or you, or both. Normally job changes will become effective on Monday.

PERFORMANCE PAY:

Supervisors recommends you for it.

Presently, pay rates are as follows:

Grade 4	.12/hr.
Grade 3	.17/hr.
Grade 2	.29/hr.
Grade 1	.40/hr.
Maintenance	\$5.25/month

These rates are subject to change according to Federal Bureau of Prisons Policy. You may receive Performance Pay for a maximum of seven (7) hours per work day, and a maximum of thirty-five (35) hours per week.

You will be paid only for the number of hours you worked in a satisfactory manner. Each work detail has specific number of positions allotted which are utilized to receive performance pay. If you are in FRP (Financial Responsibility Program) Refuse status, you cannot earn above Maintenance Pay.

If you are having a problem concerning your job pay, you should report these problems immediately to your Detail Supervisor.

Job payments are deposited in your Commissary account no later than the twenty-ninth of the month.

UNICOR:

UNICOR (Federal Prison Industries) is the largest work program avail at USP, Atlanta. UNICOR was created by Congress to reduce inmate idleness in the Federal Prison System.

Positions are available in the various factories which include Mattress Factory, Mailbag Factory, and the Battle Dress Uniform Factory. Inmates with prior

UNICOR experience are given priority placement on the UNICOR waiting list. If you are interested in working in UNICOR, you must first be interviewed and placed on the UNICOR waiting list. Overtime is available on an as-needed basis to be determined by UNICOR.

Presently, pay rates are as follows:

Grade 5	.23/hr.
Grade 4	.46/hr.
Grade 3	.69/hr.
Grade 2	.92/hr.
Grade 1	1.15/hr.

VACATIONS:

Paid vacations are granted as an additional incentive for inmates to perform their work in a satisfactory manner. Eligibility differs somewhat for UNICOR and other work details.

Those inmates assigned to UNICOR receive vacation credit at a rate of one-half day per month for the first year of employment, and one day per month thereafter. UNICOR workers may request vacation credit for vacation time accrued on an annual basis. Inmates may choose not to take vacation time off and will be paid for the vacation credit in a lump sum on the regular monthly payroll, upon approval of the Superintendent of Industries. Inmates whose employment is terminated by release, reassignment, transfer or other reasons will be paid for all unused vacation credit.

Inmates assigned to other work details become eligible for a one (1) week vacation after working on a continuous assignment in one type of work for one (1) year. He must have at least above-average work reports, maintained clear conduct, and be recommended by his detail supervisor. If he has been changed from one assignment to another, it must have been for the convenience of the institution. To be eligible for a two (2) week vacation, an inmate must have worked five (5) full years, and received above-average work reports for at least one (1) year on a continuous assignment in the current year. Upon completion of five (5) full years, the inmate may take a one (1) week vacation every six (6) months. For further information on vacations, consult with your work supervisor, unit staff, Program Statement, or Institution Supplement.

CHAPTER TWENTY-ONE
CONCLUSION

Hopefully this information will assist you in your first days in Federal Custody. New Commitments should feel free to ask any staff member for assistance, particularly unit staff. For individuals who are not yet in custody, and who have been given this publication to prepare for commitment, the Bureau's Designation Sentence Computation Center or staff at the Institution to which you have been designated can help clarify any other concerns.